

# Document Management System

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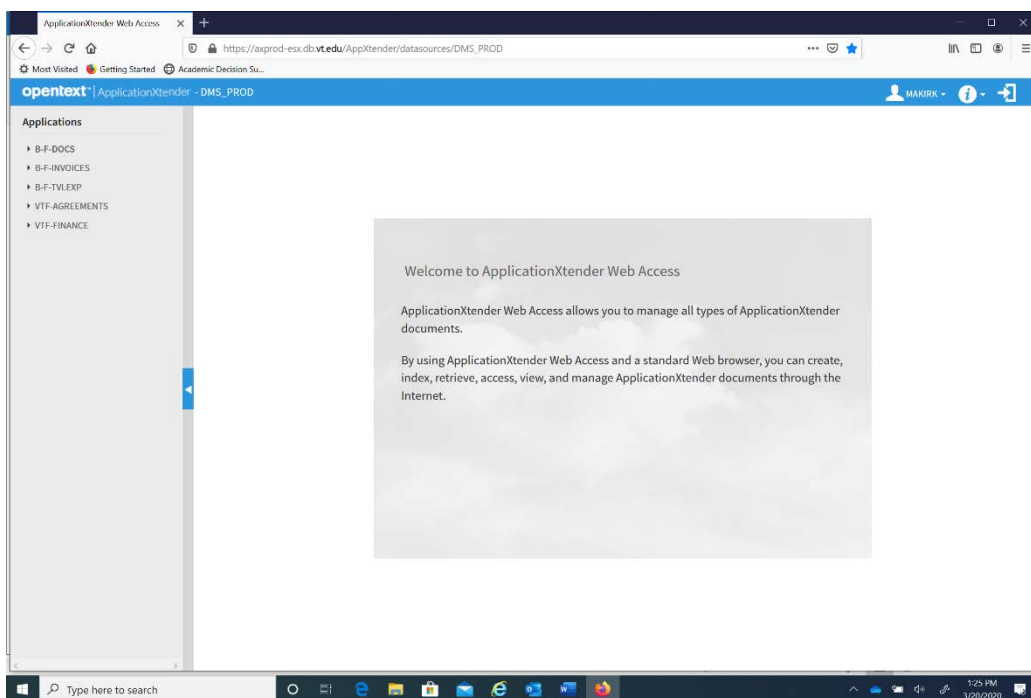
## What is the VT/VTF document management system (DMS)?

It is a system maintained by the University and the Foundation that will allow us to view payables, travel, and other expense related documents online. It is also a system that the VT Foundation is using to make available all endowment fund agreements to those that have inquiry or approval authority on the fund. Currently non-endowed or operating fund agreements are not available in the DMS because those funds to do normally have formal agreements and are often just an email for brief description.

## How do I access the DMS system?

<http://edocs.dms.vt.edu>

## What does it look like when I enter the system?



From the Applications menu you have the option to select

B-F-Docs (to access other documents associated with payables, PCard, Fleet, printing, etc.)

B-F-Invoices (to access copies of invoices anything uploaded to Hokiemark, etc.)

B-F-TVL Exp (to access travel documents, receipts, and expenditures includes international travel approval forms)

VTF-Agreements (to access Foundation Endowed Fund agreements)

VTF-Finance (to access copies of Foundation payables including travel)

Tips if you run into roadblocks during your search

1. Try wrapping fund number with asterisk, fiscal year and fiscal period are two digits. So something like this:

The screenshot shows a search criteria form with the following fields and values:

Field	Value
DOCID	.
DOCTYPE	Multiple select / Input and enter
FUND	*872469*
ORG	
FISCAL PERIOD	12
FISCAL YEAR	19

Below the fields is a checkbox labeled "Include previous document revisions" which is unchecked. At the bottom are three buttons: "RUN", "SAVE", and "CANCEL".

If you have difficulty using the DMS system, please contact Beth Osborne