

3 Steps to the EPM Main Menu

Step 1. Assess Citrix Receiver



Citrix
Installation
Resources

- University Help Desk (7-6000)
- UofU Pulse Install Citrix Guidance (Linked)
- Citrix Receiver Installation via UofU website (Linked)
- Citrix Receiver Install Instructions via Citrix.com (Linked)

Does your computer have a compatible version of Citrix Receiver installed? Your computer should have a compatible version of Citrix Receiver installed for the EPM icon to launch properly.

Contact the Help Desk at 7-6000 with Citrix Receiver Client issues or installation assistance.

Step 2. Log into the Citrix Portal

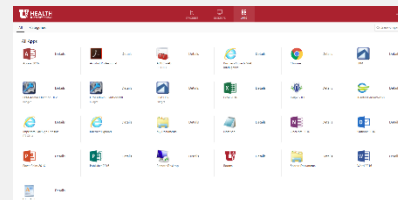
Insert Citrix
Portal URL
into

URL: access.utah.edu



= UNID & PWRD SAME AS CIS

Step 3. Find & Click EPM Icon



Nothing popping up after
patiently waiting?
Contact the Help Desk at 7-6000

Arrival

Office of BUDGET AND INSTITUTIONAL ANALYSIS
THE UNIVERSITY OF UTAH

Budget Input

- Revenue & Expense Planning
- Speed Budgetting

Required Reports

- Fund Summary (HCI, SA&AS)
- SVPAA Recurring Comm
- 5-Year Comparison (HCI, SA&AS)
- New Funding Request
- Multi-Year Budgeting
- How to Lock Org's

Budget Reports

- Analysis Reports
- BREC Report

Actual Reports

- Variance Report Workbook
- Actual Reports

INFORMATION

EPM Schedule
EPM will be available daily from 6 am until midnight except Saturday which is available 8:30 am to midnight.
Activities or projects need to be added in PeopleSoft by Thursday in order for them to be added to EPM each Saturday night.

Visit www.obia.utah.edu/epm for the following:

- Registering for Training Classes
- SVPAA Budget Guidelines
- Updated Budget Calendar
- EPM User Guide
- EPM Security Access Form
- Training & Reference Material Resources

CONTACTS

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