This manual documents the tasks of the requisition “author” in the POISE Distributed Purchasing System (DPS). This manual is intended as a reference for DPS users who produce requisitions.

REVISION/UPDATE INFORMATION: This is a new document.

MINIMUM SOFTWARE VERSIONS:

POISE Distributed Purchasing System V2.0
POISE DMS-Plus System V6.5

For VAX:
OpenVMS VAX V6.1
VAX BASIC V3.5

For AXP:
OpenVMS AXP V6.1
DEC BASIC 1.1

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CHAPTER 1

Introduction

Purpose of the Manual
This document describes procedures for performing the routine functions of the author in the Distributed Purchasing System (DPS).

Purpose of the System
The DPS is designed to facilitate the process of preparing and approving requisitions in an automated environment. The electronic requisition process follows the same methodology as a standard paper requisition method.

Overview of the System
The DPS is a collection of files, programs, and procedures designed to parallel and automate the process of entering and approving requisitions. It is designed to operate in a traditional “departmental” organizational structure, where requests are normally routed through a department head, to a vice-president, and then to the purchasing office. However, it has the flexibility to accommodate exceptions on an individual basis.

Each approver in the system can have one or more electronic signatures defined for them in a master list of approval signatures. These signatures can be defined as conditional or unconditional; they can be conditioned on any demographic field of data tracked on a requisition, the total dollar amount of a requisition, or a combination of both. Your campus’s DPS administrator maintains the approval signatures and conditions.

Each document author in the system must have a list of possible approval signatures defined in a “profile” for that author, thus allowing for individual signature profiles to be customized to specific needs. Authors’ profiles and approval lists are set up by the DPS administrator on your campus.

The system provides easy expedition of requisitions, on-line inquiry of requisition status, and reduction of time and effort in the requisition process.

Relationship to the POISE Fiscal Reporting System
The DPS is designed to enhance the purchase order processing in the POISE Fiscal Reporting System. The DPS delegates the requisition data entry to the user submitting
the request. This request flows electronically through the approval process until it reaches the purchasing office. In the purchasing office, the requisition is converted to a purchase order and transferred to the POISE Fiscal Reporting System. Once in the POISE Fiscal Reporting System, the purchase order is processed as usual, except initial data entry is not required.

When a requisition is entered, the DPS compares the requisition total against the working available balance of each applicable account. Therefore, the author will know if the requisition was created against an account with a deficit balance or resulted in a deficit balance on an account. System controls can be put in place to delete the requisition or forward the requisition to an assigned “Budget Director” for approval.

When an individual is designated as an author in the DPS, the individual is restricted to the accounts for which he or she is allowed to create requisitions. This prevents authors from creating requisitions on accounts that are not accessible to them or do not exist.

---

**Accessing the System**

To access the DPS, a username is required. After the terminal is turned on, enter the username and password as shown in Figure 1-1.

**FIGURE 1-1** Entering a Username and Password

Username: DPSUSER
Password:

**Username:**
Enter the username and press RETURN. The username appears on the screen in capital letters.

**Password:**
Enter the password and press RETURN. For security reasons, the password does not appear on the screen as it is typed.

The system should automatically access the DPS Main Menu. However, in some instances, the system prompt ($) may appear on the screen. (This prompt appears when you exit the Distributed Purchasing System.)

To access the DPS Main Menu from the system prompt ($), type DPS and press RETURN. See Figure 1-2.

**FIGURE 1-2** Accessing the DPS Main Menu

$ DPS
CHAPTER 2

General Information

DPS Main Menu

The DPS Main Menu is the primary menu in the Distributed Purchasing System (Figure 2-1).

FIGURE 2-1

The DPS Main Menu

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The following options are available from the menu.

**STATUS**  This option allows the author to access the POISE Fiscal Reporting System’s Status inquiry program to view balances and activity for selected accounts. (See the next section, “Fiscal Status Inquiry,” page 2-2.)

**REQ**     This option allows the author to access the DPS to enter, update, delete, or inquire about requisitions. (This option is explained in detail in this manual.)

**APPROVE** This option allows authorized users to approve requisitions and to review pending requisitions. (See the Distributed Purchasing System Approver’s Reference Manual for instructions.)
MAIL This option allows the author to send or read electronic mail.

Use the UP ARROW or DOWN ARROW key to highlight the task to perform and press RETURN; or type the keyword associated with the task (or enough letters of the keyword to differentiate it from other keywords on the menu) and press RETURN. If you enter the keyword, a “Selection?” prompt will replace the instructions in the function row at the bottom of the screen, and the letters you type are displayed beside the “Selection?” prompt.

Fiscal Status Inquiry

From time to time, you may need to view information stored in the POISE Fiscal Reporting System. You may wish to view the balance of an account or activity on an account before creating a requisition. The STATUS keyword on the DPS Main Menu executes the Fiscal System FIS_STATUS program and accesses the Fiscal general ledger files (GENLED and GLHIST) and transaction detail files (DETAIL and DETAILHST).

To examine an account balance, select STATUS from the DPS Main Menu. You are prompted for the General Ledger Account Number (Figure 2-2).

FIGURE 2-2 Account Balance Inquiry

The table displays the Fiscal Activity Display, showing columns for Activity and Budget.

G.L. Acct #

Enter the account number of the record you wish to examine. You may enter a partial number and press CTRL/L to see a list of account numbers. If the Fiscal security option is activated, you are limited to selecting accounts open to you (see the Fiscal Reporting System Technical Manual).
Before you enter an account number, you may enter /HELP, press the HELP key, or press the PF2 key to display an options menu that allows you to select from a list of display options for account information (Figure 2-3).

**FIGURE 2-3** Display Options

The display options are explained below.

**Exit This Program**: Exits the program and returns to the menu. Typing /OUT or pressing F10 at the “G.L. Acct #” prompt has the same effect.

**Display Current Records**: Displays transaction records that have not been through end-of-month processing (from the DETAIL file).

**Display History Records**: Displays transaction records that have been through end-of-month processing (from the DETAILHST file).

**Display Combined**: Displays records from the DETAIL and DETAILHST files. This is the default option if you do not choose a specific display option.

**Display Detail for a Specific Fiscal Period**: Allows you to select the starting month and the ending month from pop-up boxes. Only records posted for that range of months are displayed. The default display is for the full fiscal year.

**Change Fiscal Years**: Allows you to select a different fiscal year. This option is available only if the GENLED and GLHIST files for the specified year are currently on line.

**Browse Selectively by Dept or User**: Prompts for a partial General Ledger Account Number and allows you to select from a list of accounts. Using the /LIST or CTRL/L command has the same effect.
When you have chosen a display option or accepted the default display (combined) by entering an account number, information is displayed in the Fiscal Activity Display screen (Figure 2-4).

**FIGURE 2-4** Fiscal Activity Display Screen

The Fiscal Activity Display screen consists of a summary of the account's current posted totals in the upper half of the screen and a scrolling list of the account transactions in the lower half of the screen. The letter to the left of the transaction indicates whether the transaction is in the current DETAIL file (D) or the history DETAILHST file(H). The selected display option and the fiscal year are shown in the upper right corner of the screen (Figure2-4).

Use the ↓ and ↑ keys to move the highlighted bar through the list of transactions. You may press RETURN on the highlighted record to display the transaction details. You may enter /HELP, press the HELP key, or press the PF2 key to display an options menu as shown in Figure2-5.
The options are explained below.

**Zoom in on selected record:** Displays the detail associated with the highlighted record. Pressing RETURN on the highlighted record has the same effect.

**Print a hardcopy report:** Sends the balance and transaction information for the account to a printer. You are prompted as follows:

- **Print to attached printer <YES>?**
  Enter YES to send the report to a printer attached to your terminal (not a queued device). Enter NO to send the information to a print queue. The following prompts will appear:

  - **Print queue:**
  - **Paper type:**
    Press RETURN to accept the default print queue and paper type, or enter another valid print queue and/or paper type.

**Jump to the top of the scrolling region:** Returns the highlighted bar to the top of the transaction list. The /TOP command has the same effect.

**Jump to the bottom of the scrolling region:** Positions the highlighted bar at the bottom of the transaction list. The /BOTTOM command has the same effect.

**Exit summary screen:** Exits the scrolling screen and returns you to the “G.L. Acct#” prompt. Entering /OUT or pressing F10 has the same effect.

Figure 2-6 is an example of the Fiscal Activity Detail screen that is displayed when you select the Zoom option or when you press RETURN on the highlighted transaction record.
FIGURE 2-6 Fiscal Activity Detail Screen

For more information about the Fiscal System, see your POISE Fiscal Reporting System documentation set.

Requisition Entry Screen

The Requisition Entry screen is the primary screen of the DPS author. The procedures you will perform as an author begin at this screen. Access the Requisition Entry screen by selecting the REQ keyword from the DPS Main Menu (Figure 2-7).
Important Points About the Screen

Header row: The header row is at the very top of the screen and displays, from left to right, a notes indicator (if a note is attached to the selected document), the screen title, and the current folder selection (e.g., Pending Folder).

Header region: This is the upper half of the screen where you enter general information about the item(s) that is(are) being requested. The prompts in the header region of your Requisition Entry screen may vary from those in Figure 2-7, depending on your institution’s needs and preferences.

Summary/Detail region: This is the lower half of the screen where you enter detail information about each product ordered from the vendor or about a travel request. Detail information is summarized in this area of the screen after data entry. The information in this region of your Requisition Entry screen may vary from that shown in this manual, depending on your institution’s needs and preferences.

Function row: This is the bottom of the screen that displays available options you can perform. The function row lists options when the cursor is in the first field of the header or detail region. To select one of the options, press the related function key, if any, or type a slash (/) followed by the command (a “Command” prompt appears on the function row when you type a slash). For example, to execute the “Help” command, press the F8 key, or type /HELP and press RETURN. The options available may vary according to your institution’s needs and preferences.
Requisition Entry Options

The Requisition Entry screen allows you to perform four options when the cursor is at the “Requisition #” prompt. You can exit the program, add a new requisition, modify existing requisitions, or change requisition folders. These options are explained in more detail in the following sections.

You can initiate one of the four options in the following ways. Press the F8 key to cause an options menu to appear (Figure 2-8). Select the desired option by moving the highlighted bar within the menu with the UP and DOWN ARROW keys and pressing RETURN; or you may enter the option number and press RETURN (e.g., enter 1 to exit the program). A “Selection?” prompt appears on the function row when you enter the option number.

You can also select one of the options by pressing the appropriate function key as shown at the bottom of the Requisition Entry screen (Figure 2-7) or by typing a slash (/) followed by the command. For example, press the F7 key or enter /ADD to access the Add option.

Exiting the Program

If the Exit option is selected, the system will exit the Requisition Entry screen and return to the DPS Main Menu. Select this option by choosing “1) Exit This Program” from the options menu; pressing the F10 key; or typing /OUT and pressing RETURN.
Adding a New Document

The Add option allows you to create a new requisition. During this process the system will automatically determine the next requisition number. Select this option by choosing “2) Add a New Document” from the options menu; pressing the F7 key; or typing /ADD and pressing RETURN. See the section entitled “Creating a New Document” in Chapter 3.

Browsing the Current Document Folder

The Browse option allows you to select an existing requisition and perform various procedures—view, copy, print, modify, etc. The program accesses the current folder. The following options are available.

- Add additional lines to an existing requisition number.
- View line item detail on an existing requisition.
- Copy the information from an existing requisition to a new requisition.
- Update information within a requisition such as general account number, description, etc.
- Delete an entire requisition or a specific line of a requisition.
- Print a copy of the requisition.
- Add notes to an existing requisition.
- Browse for signatures on a selected requisition to determine “whose desk the requisition is on” and whether it has been approved or rejected.
- Update the receiving report for a selected requisition.
- Transfer the completed requisition from the Pending folder to the Completed folder.

These procedures are described in detail in Chapter 3 through Chapter 12 of this manual.

Select this option by choosing “3) Browse the Current Document Folder” from the options menu or by pressing the F9 key.

Selecting a Folder

The system displays, in the upper right corner of the screen, the folder that is currently accessed. You can select from the following folders.

**Pending Folder:** The Pending folder typically contains requisitions that have been entered and are awaiting approval. The default folder selection is the Pending folder.

**Rejected Folder:** The Rejected folder contains requisitions that have been rejected by approvers.

**Completed Folder:** The Completed folder typically contains requisitions that have been approved and for which the product has been received. Requisitions are moved from the Pending folder to the Completed folder by the author of the document.
Change the folder selection by choosing “4) Folder Selection” from the options menu or by typing /FOLDER and pressing RETURN.

**DPS Folder Organization**

To understand the folder selection option, it is best to compare the DPS to a paper requisition process. A requisition author in a paper system would have a notebook/folder that contained requisitions that were not complete. It is up to the author to define “complete.” It could be when the requisition is converted to a purchase order, when the items requested have been received, or when the invoice has been paid. Once a requisition is complete, the author would file it in a “history” notebook/folder.

DPS works the same way. When you, the author, determine that a requisition is complete, you file it electronically in the Completed folder. This reduces the number of requisitions in the Pending folder, but still allows you to access documents you previously authored. You must move approved documents from the Pending folder to the Completed folder using the “Transfer from Pending to Completed Folder” option. See Chapter 12.

The Rejected folder contains all requisitions that have been rejected by approvers. Unlike the requisitions that are approved, rejected documents move automatically from the Pending or Completed folder to the Rejected folder.

If you add a new requisition while the current folder is Completed or Rejected, the new document is “stored” in the Pending folder. You can also create a new requisition while in the Completed or Rejected folder by copying an old document to a new one. The new document is created in the Pending folder.
CHAPTER 3  

Adding a New Requisition or Line Item

Overview

The Add option is used to create a new requisition—assign the requisition number, define requisition type, etc. The new requisition may be a regular requisition or a travel requisition. Once you have created a requisition, you may add line items to the document at any time before it is approved.

Creating a New Document

Access the Requisition Entry screen by selecting the “REQ” keyword from the DPS Main Menu. You may access the Add option in several ways. With the cursor at the “Requisition #” prompt on the Requisition Entry screen, perform one of the following: press F8 and highlight “2) Add a New Document” from the options menu (or enter 2) and press RETURN (Figure3-1); press the F7 key; or type /ADD and press RETURN.

FIGURE 3-1  
Selecting the Add Option
CHAPTER 4  Viewing Detail on a Line Item

Overview

The DPS allows you to verify the information related to any existing requisition. You may view the detailed information related to any line item on a requisition once you have selected the desired document and line item. The view-only display includes details such as vendor number, account number, item number and description, and receiving information.

Selecting a Document

Access the Requisition Entry screen by selecting the “REQ” keyword from the DPS Main Menu. To view a document, the desired document must be selected from the proper folder. If the document is not in the current folder (indicated in the upper right corner of the Requisition Entry screen), the appropriate steps should be taken to switch to the proper folder. See Chapter 13 for instructions on changing the folder selection.

With the appropriate folder selected and the cursor at the “Requisition #” prompt on the Requisition Entry screen, use the F9 key or the options menu to select the desired document as instructed in the section of Chapter 3 entitled “Selecting a Document,” page 3-10.

Displaying Line Item Detail

After you select the requisition, the screen is filled with the data related to the selected document. The first detail line of the selected document is highlighted. Press the UP ARROW or DOWN ARROW key (or the PREV or NEXT key) to highlight the desired line item. When the appropriate line item is highlighted, press RETURN to select it (Figure 4-1).
The detailed information related to the selected line item is displayed as shown in Figure 4-2 for regular requisitions or in Figure 4-3 for travel requisitions. The detail display is view-only. To make changes to the document, you must use the Update option described in Chapter 6, “Updating a Requisition or Line Item.”
Items Displayed for a Regular Requisition

The detail display for a requisition line item includes the following.

**Requisition #:**
Requisition number assigned by the system when the author created the document.

**Req Line #:**
Line number of the item on the respective requisition number.

**Assigned PO#:**
Purchase order number assigned to the line item.

**PO Line #:**
Line number of the item on the purchase order.

**Assigned Vendor:**
Vendor assigned by the purchasing department.

**Original Vendor:**
Vendor entered by the author of the requisition.

**Account #:**
General ledger account number assigned to the line item.

**Department:**
Department associated with the account number.

**Description:**
Description of the requested item.

**Qty:**
Quantity requested for the line item.

**Unit:**
Unit of measurement for the line item.

**Cost:**
Unit cost of the line item.

**Amount:**
Total cost of the line item.

**1st, 2nd, 3rd Delivery:**

**Qty:**
Quantity received for each delivery.

**Date:**
Date received for each delivery.
**Items Displayed for a Travel Requisition**

An example detail display for a travel requisition line item is shown in Figure 4-3.

**FIGURE 4-3**

Line Item Detail on Travel Requisition

<table>
<thead>
<tr>
<th>POISE College Requisition Entry</th>
<th>Pending Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition #: 679807</td>
<td>Req Line #: 61</td>
</tr>
<tr>
<td>Assigned PO #: 1031</td>
<td>PO Line #: 61</td>
</tr>
<tr>
<td>Assigned Vendor: 65578</td>
<td>Thomas: Randy</td>
</tr>
<tr>
<td>Original Vendor: Thomas: Randy</td>
<td></td>
</tr>
<tr>
<td>Account #: 1-1111-615 TRAVEL-DOMESTIC</td>
<td></td>
</tr>
<tr>
<td>Department: Computer Services</td>
<td></td>
</tr>
<tr>
<td>Description: Attend annual National Information System Directors</td>
<td>Mileage: $75.00</td>
</tr>
<tr>
<td></td>
<td>Meals: $120.00</td>
</tr>
<tr>
<td></td>
<td>Meeting: $260.00</td>
</tr>
<tr>
<td>Travelers:</td>
<td>Fees: $0.00</td>
</tr>
<tr>
<td>Destination: Dallas</td>
<td>Other: $30.00</td>
</tr>
<tr>
<td>Depart Date: 04/20/97</td>
<td>Depart Time: 0300</td>
</tr>
<tr>
<td>Return Date: 04/25/97</td>
<td>Return Time: 0500</td>
</tr>
<tr>
<td>Vehicle Requested (Y/N): N</td>
<td>Total: 380.00</td>
</tr>
<tr>
<td>Travel Flag (Adv/Reim):</td>
<td>Advance:</td>
</tr>
</tbody>
</table>

The detail display for a travel requisition line item includes the following.

**Requisition #:**
Requisition number assigned by the system when the author created the document.

**Req Line #:**
Line number of the item on the respective requisition number.

**Assigned PO#:**
Purchase order number assigned to the line item.

**PO Line #:**
Line number of the item on the purchase order.

**Assigned Vendor:**
Vendor assigned by the purchasing department.

**Original Vendor:**
Vendor entered by the author of the requisition.

**Account #:**
General ledger account number assigned to the line item.

**Department:**
Department associated with the account number.
Description:
Description of the requested item.

Travelers:
Persons traveling on the trip.

Destination:
Trip destination.

Depart Date:, Depart Time:
Date and time of departure.

Return Date:, Return Time:
Date and time of return.

Vehicle Requested (Y/ ):
Flag indicating whether a vehicle is requested (Y/N).

Travel Flag (Adv/Reim):
Indicates whether an advance or reimbursement is requested. This appears on the
detail display if your institution allows travel advances.

Mileage:
Estimated mileage cost for the trip. This amount is calculated by multiplying the
estimated miles of travel by the institutional reimbursement rate.

Meals:
Estimated cost of meals for the trip.

Lodging:
Estimated cost of lodging for the trip.

Fees:
Estimated fees associated with the trip.

Other:
Miscellaneous costs associated with the trip.

Airfare:
Estimated airfare for the trip.

Total:
Estimated total of mileage, meals, lodging, fees, airfare, and other costs.

Advance:
Amount of travel advance, calculated by the DPS. This appears on the detail
display if your institution allows travel advances.

Exiting the Procedure

Press RETURN when you have finished viewing the information to return to the
scrolling list of line items for the requisition. Press F10 to clear the Requisition Entry
screen. Press F10 again to return to the DPS Main Menu.
CHAPTER 5  Copying a Requisition or Line Item

Overview

The Copy option allows you to copy information from an existing requisition to a new requisition. The existing document may be in the Pending, Rejected, or Completed folder. Once the existing document is selected, the data are copied to a new requisition in the Pending folder. You can modify any of the data on the new requisition once it is created.

Selecting a Document

Access the Requisition Entry screen by selecting the “REQ” keyword from the DPS Main Menu. To copy a document, the desired document must be selected from the proper folder. If the document is not in the current folder (indicated in the upper right corner of the Requisition Entry screen), the appropriate steps should be taken to switch to the proper folder. See Chapter13 for instructions on changing the folder selection.

With the appropriate folder selected and the cursor at the “Requisition #” prompt on the Requisition Entry screen, use the F9 key or the options menu to select the desired document as instructed in the section of Chapter3 entitled “Selecting a Document,” page3-10. The screen is filled with the data related to the document selected. The first detail line of the document is highlighted.

Using the Copy Option

After selecting the requisition, press F8 to display the options menu and select “3) Copy this Document to a New One,” or type /COPY and press RETURN. See Figure 5-1.

A

When you create a new document, it is stored in the Pending folder, regardless of the current folder selection.
FIGURE 5-1 Selecting the Copy Option

The system prompts as follows (Figure 5-2).

Sure Create a New Document <YES>?

FIGURE 5-2 New Document Prompt

The system prompts as follows (Figure 5-2).

Sure Create a New Document <YES>?
Copying All Line Items

If you answer “YES” to the “Sure Create a New Document <YES>?,” you are prompted to copy as follows (Figure 5-3).

*Copy all line items <YES>?*

**FIGURE 5-3**
All Line Items Prompt

<table>
<thead>
<tr>
<th>Notes</th>
<th>POISE College</th>
<th>Requisition Entry</th>
<th>Pending Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition #</td>
<td>976067</td>
<td>Date Needed</td>
<td>ASAP</td>
</tr>
<tr>
<td>Requisition Date</td>
<td>10/15/1997</td>
<td>Delivery Method</td>
<td>Pick-Up</td>
</tr>
<tr>
<td>Request Type</td>
<td>RR</td>
<td>Vendor Contact</td>
<td>Bill Jones</td>
</tr>
<tr>
<td>Prepay (Y/N)</td>
<td>N</td>
<td>Vendor Fax#</td>
<td>440-823-4455</td>
</tr>
<tr>
<td>Vendor</td>
<td>6000</td>
<td>Requested By</td>
<td>H. Smith</td>
</tr>
<tr>
<td>Nathan Office Supply</td>
<td>Document Total</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GL Acct#</th>
<th>Item Description</th>
<th>Qty Req</th>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1120-660</td>
<td>Clic-Erasers</td>
<td>5.00</td>
<td>EACH</td>
<td>8.75</td>
</tr>
<tr>
<td>1-1111-660</td>
<td>Eraser Refill</td>
<td>15.00</td>
<td>EACH</td>
<td>18.00</td>
</tr>
</tbody>
</table>

Respond with “YES” to copy all detail lines of the originating document to the new requisition. The Requisition Entry screen is filled with a new requisition number and information for the newly created requisition. The cursor is positioned at the “Request Type” prompt in the header region to allow modification of header information for the new requisition number. Modify the data as necessary. If none of the information should be changed, press RETURN through the prompts.

When the header region is updated, the cursor moves to the detail region to allow modification of detail information on each line item. You are prompted to modify each line item in number order. Modify the detail information as necessary.

To exit a requisition line item, press RETURN at all prompts in the detail region of the screen, whether you modify the data or not.

Copying a Line Item

If only selected lines should be copied to the new requisition you must respond “NO” to the “Copy all line items <YES>?,” prompt described above. After the header region has
been updated, the system prompts as follows for each line number individually (Figure 5-4).

*Copy Line #01 <YES>?

You may select the line items you wish to copy to the new requisition by responding “YES” or “NO” at each prompt.

**FIGURE 5-4**

Line Number Prompt

<table>
<thead>
<tr>
<th>POISE College</th>
<th>Requisition Entry</th>
<th>Pending Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition # : 976067</td>
<td>Date Needed : ASAP</td>
<td>Requisition Date: 10/15/1997</td>
</tr>
<tr>
<td>Request Type : RR</td>
<td>Delivery Method: Pick-Up</td>
<td>Request Type : N</td>
</tr>
<tr>
<td>Prepay (Y/N) : N</td>
<td>Vendor Contact : Bill Jones</td>
<td>Vendor Fax# : 440-823-4455</td>
</tr>
<tr>
<td>Vendor : 6060</td>
<td>Requested By : H. Smith</td>
<td>Requested By : H. Smith</td>
</tr>
<tr>
<td>Nathan Office Supply</td>
<td>Document Total : $0.00</td>
<td>Document Total : $0.00</td>
</tr>
</tbody>
</table>

If you respond “YES” at the line number prompt, you are allowed to modify detail information on that line number.

A

To exit a requisition line item, press RETURN at all prompts in the detail region of the screen, whether you modify the data or not.

If you respond “NO” at the line number prompt, the line is deleted, and you are asked if the next available line should be copied. Proceed through each line until all required lines are copied to the new requisition.

**Exiting the Procedure**

Press F10 to clear the Requisition Entry screen. Press F10 again to return to the DPS Main Menu.
CHAPTER 6

Updating a Requisition or Line Item

Overview

The Update option allows you to update information in an existing requisition in the Pending folder. Once the appropriate document is selected, you may update any of the information except the requisition number or requisition date. A document that has been approved or rejected by an approver cannot be modified.

Selecting a Document

Access the Requisition Entry screen by selecting the “REQ” keyword from the DPS Main Menu. To update a document, the desired document must be selected from the Pending folder. If you are not currently accessing the Pending folder (indicated in the upper right corner of the Requisition Entry screen), switch to the Pending folder. See Chapter 13 for instructions on changing the folder selection.

With the Pending folder selected and the cursor at the “Requisition #” prompt on the Requisition Entry screen, use the F9 key or the options menu to select the desired document as instructed in the section of Chapter 3 entitled “Selecting a Document,” page 3-10. The screen is filled with the data related to the document selected. The first detail line of the document is highlighted.

Using the Update Option

After selecting the requisition, use the UP ARROW or DOWN ARROW key (or the PREV or NEXT key) to highlight the line item to be updated. Press F8 to display the options menu and select “4) Update This Document/Line Item,” or type /UPDATE and press RETURN. See Figure 6-1.
FIGURE 6-1  Selecting the Update Option

The system prompts as follows (Figure 6-2).

Update Data in the Header Region <YES>?

FIGURE 6-2  Update Header Prompt

<table>
<thead>
<tr>
<th>GL Acct#</th>
<th>Item Description</th>
<th>Qty</th>
<th>Req</th>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1111-860</td>
<td>Dic-Erasers</td>
<td>5.00</td>
<td>EACH</td>
<td>8.75</td>
<td></td>
</tr>
<tr>
<td>1-1111-860</td>
<td>Eraser Refill</td>
<td>15.00</td>
<td>EACH</td>
<td>18.00</td>
<td></td>
</tr>
</tbody>
</table>
Updating a Requisition or Line Item

If you respond “YES,” the cursor is positioned at the “Request Type” prompt to allow updating of header region information. When a vendor ID is entered, vendor information is displayed (for verification only) in the lower right of the screen. See Chapter 3 for descriptions of the data fields.

If you respond “NO” or complete updating the header region, the system prompts you to update the detail region (Figure 6-3).

**Update Data in the Detail Region <YES>**?

**FIGURE 6-3**  
Update Detail Prompt

<table>
<thead>
<tr>
<th>POISE College</th>
<th>Requisition Entry</th>
<th>Pending Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition # : 970001</td>
<td>Date Needed : ASAP</td>
<td></td>
</tr>
<tr>
<td>Requisition Date: 04/02/1997</td>
<td>Delivery Method: Pick-Up</td>
<td></td>
</tr>
<tr>
<td>Request Type : PR</td>
<td>Vendor Contact : Bill Jones</td>
<td></td>
</tr>
<tr>
<td>Prepay (Y/N) : N</td>
<td>Vendor Fax# : 440-623-4455</td>
<td></td>
</tr>
<tr>
<td>Vendor : 06000</td>
<td>Requested By : H. Smith</td>
<td></td>
</tr>
<tr>
<td>Nathan Office Supply</td>
<td>Document Total $26.75</td>
<td></td>
</tr>
</tbody>
</table>

GL Acct# | Item Description | Qty Req | Unit | Amount |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1111-680</td>
<td>Clic-Erasers</td>
<td>6.00</td>
<td>EACH</td>
<td>6.75</td>
</tr>
<tr>
<td>1-1111-680</td>
<td>Eraser Refill</td>
<td>15.00</td>
<td>EACH</td>
<td>18.00</td>
</tr>
</tbody>
</table>

Record 1 of 2  
Record: 23

Update Data in the Detail Region <YES>?

Respond “YES” to display detail information related to the line number. (Respond “NO” to exit the update mode). The cursor is positioned at the “General Ledger Account Number” field. When a valid account number is entered, account information is displayed (for verification only) in the upper right corner of the screen. Modify the information for the line item as necessary. See Chapter 3 for descriptions of the data fields.

**To exit a requisition line item, press RETURN at all prompts in the detail region of the screen, whether you modify the data or not.**

After you update the data, the detail information collapses into one line in the summary region of the Requisition Entry screen.
Exiting the Procedure

Press F10 to clear the Requisition Entry screen. Press F10 again to return to the DPS Main Menu.
CHAPTER 7

Deleting a Requisition or Line Item

Overview

The Delete option allows you to delete information from an existing document in the Pending folder. Once the appropriate document is selected, you may delete a detail line or the entire requisition. A document that has been approved or rejected by an approver cannot be modified or deleted.

Selecting a Document

Access the Requisition Entry screen by selecting the “REQ” keyword from the DPS Main Menu. To delete a document or document line number, the desired document must be selected from the Pending folder. If you are not currently accessing the Pending folder (indicated in the upper right corner of the Requisition Entry screen), switch to the Pending folder. See Chapter13 for instructions on changing the folder selection.

With the Pending folder selected and the cursor at the “Requisition #” prompt on the Requisition Entry screen, use the F9 key or the options menu to select the desired document as instructed in the section of Chapter3 entitled “Selecting a Document,” page3-10. The screen is filled with the data related to the document selected. The first detail line of the document is highlighted.

Using the Delete Option

After selecting the requisition, highlight the line item to be deleted. (If the entire document is to be deleted, it is acceptable to leave the first line highlighted.) Press F8 to display the options menu and select “5) Delete This Document/Line Item,” or type /DELETE and press RETURN. See Figure7-1.

A requisition must have at least one line item to be deleted using the Delete option.
FIGURE 7-1  Selecting the Delete Option

Requisitions with More Than One Line Item
If the requisition has more than one line item, the system prompts as follows (Figure 7-2).

Delete All Line Items for This Document <YES>?

FIGURE 7-2  Deleting All Line Items
Deleting a Requisition or Line Item Using the Delete Option

If you respond “YES,” the system prompts as follows.

*Sure Delete All Line Items <YES>?*

When you respond “YES” to this prompt, the system deletes the full document and clears the Requisition Entry screen. If you respond “NO,” the system exits the delete mode and displays the options again in the function row.

If you wish to delete a line item from a requisition with more than one line item, you must respond “NO” when prompted “Delete All Line Items for This Document <YES>?”; the system prompts you to delete the highlighted line item (Figure 7-3).

*Sure Delete This Line Item <YES>?*

**FIGURE 7-3** Deleting a Line Item

<table>
<thead>
<tr>
<th>POISE College</th>
<th>Requisition Entry</th>
<th>Pending Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition #          : 976048</td>
<td>Date Needed       : ASAP</td>
<td></td>
</tr>
<tr>
<td>Requisition Date       : 08/28/1997</td>
<td>Delivery Method  : UPS</td>
<td></td>
</tr>
<tr>
<td>Request Type           : RR</td>
<td>Vendor Contact    : K. Stanley</td>
<td></td>
</tr>
<tr>
<td>Prepay (Y/N)           : N</td>
<td>Vendor Fax#       :</td>
<td></td>
</tr>
<tr>
<td>Vendor                 : 03100</td>
<td>Requested By      : HLM</td>
<td></td>
</tr>
<tr>
<td>Business Products Center</td>
<td>Document Total $395.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GL Acct#</th>
<th>Item Description</th>
<th>Qty Req</th>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1111-660</td>
<td>Utility Machine Stand</td>
<td>1.00</td>
<td>EACH</td>
<td>250.00</td>
</tr>
<tr>
<td>1-1111-660</td>
<td>Ecor/Storage Files</td>
<td>30.00</td>
<td>EACH</td>
<td>105.00</td>
</tr>
<tr>
<td>1-1111-660</td>
<td>Shipping &amp; Handling</td>
<td>1.00</td>
<td>EACH</td>
<td>20.00</td>
</tr>
</tbody>
</table>

If you respond “YES,” the system deletes the highlighted item from the screen. If you respond “NO,” the system exits the delete mode and displays the options again in the function row.

**Requisitions with One Line Item**

If the requisition has only one line item, the system prompts as follows (Figure 7-3).

*Sure Delete This Line Item <YES>?*

If you answer “YES,” the system deletes the entire requisition and clears the Requisition Entry screen. If you respond “NO,” the system exits the delete mode and displays the options again in the function row.
Exiting the Procedure

After deleting a line item, press F10 to exit the document and clear the Requisition Entry screen. When an entire document is deleted, the system clears the Requisition Entry screen. Press F10 to return to the DPS Main Menu.
Overview

The Print option allows you to print a hard copy of an existing document from any of the folders. Once the appropriate document is selected, you can print a copy of the requisition form, travel form, or receiving report. You can print the report to an attached printer or to a queued printer.

Selecting a Document

Access the Requisition Entry screen by selecting the “REQ” keyword from the DPS Main Menu. To print a document, the desired document must be selected from the appropriate folder. If the document is not in the current folder (indicated in the upper right corner of the Requisition Entry screen), the appropriate steps should be taken to switch to the proper folder. See Chapter 13 for instructions on changing the folder selection.

With the appropriate folder selected and the cursor at the “Requisition #” prompt on the Requisition Entry screen, use the F9 key or the options menu to select the desired document as instructed in the section of Chapter 3 entitled “Selecting a Document,” page 3-10. The screen is filled with the data related to the document selected. The first detail line of the document is highlighted.

Using the Print Option

After selecting the requisition, press F8 to display the options menu and select “6) Print This Document,” or type /PRINT and press RETURN. See Figure 8-1.
The system prompts as follows. See Figure 8-2.

**Print To Attached Printer <YES>??**

**FIGURE 8-2**

**Attached Printer Prompt**
If the default response of “YES” is accepted, the document prints directly to the printer attached to the computer. To print to a queued printer, type “NO” and the system responds with the following prompts.

Print Queue: Default printer

Paper Type: Default paper type

Press RETURN to accept the default responses. If a different printer and/or different paper type is desired, press the BACKSPACE key until the default answer is removed; then respond to the prompt by entering the desired printer and/or paper type. Contact your System Manager if you want the default printer and paper type to be changed.

After you enter responses to the prompts, the system prompts for the type of report to print (Figure 8-3). Use the UP ARROW or DOWN ARROW on the keyboard to highlight the desired report and press RETURN.

The system displays the following message.

**Printing Routine in Process...Please Wait**

### Standard Reports

The standard DPS system creates three printed reports. However, additional reports may be added to tailor the system to the institution’s needs. Descriptions of the standard reports are provided below.

**Requisition Draft Form:** The requisition draft form prints all the information about the requisition that was entered when the document was created or that was updated after the document was created. It reports such items as vendor, general ledger account number, quantity ordered, unit cost, extended cost, and order date. See Appendix A for an example.

**Travel Request Form:** The travel request form prints all the information about the travel requisition that was entered when the document was created or that was updated after the document was created. It reports such items as requisition number, person traveling, destination, leave and return dates, general ledger account number, estimated costs for mileage, meals, lodging, airfare, and other fees. See Appendix A for an example.

**Receiving Report Form:** The receiving report form prints the quantity received and date received of the items ordered for the selected requisition. It also reports items such as vendor, order date, item description, and quantity ordered. See Appendix A for an example.
Exiting the Procedure

After the document is printed, the system exits the print mode and returns to the Requisition Entry screen. Press F10 to exit the document and clear the screen. Press F10 again to return to the DPS Main Menu.
Notes on Requisitions

Overview

The Notes option allows you to attach a note or correspondence to a selected requisition. Through this option, you can provide approvers with additional information that could not easily be placed on the document, or you can attach information to which the vendor should not have access. The note stays with a document throughout the approval process and is available to be read by all approvers. If a note is written by an approver on a document, you (the author) are notified that a note has been attached to the document.

Selecting a Document

Access the Requisition Entry screen by selecting the “REQ” keyword from the DPS Main Menu. To attach a note to a document, the desired document must be selected from the appropriate folder. If the document is not in the current folder (indicated in the upper right corner of the Requisition Entry screen), the appropriate steps should be taken to switch to the proper folder. See Chapter13 for instructions on changing the folder selection.

With the appropriate folder selected and the cursor at the “Requisition #” prompt on the Requisition Entry screen, use the F9 key or the options menu to select the desired document as instructed in the section of Chapter3 entitled “Selecting a Document,” page3-10. The screen is filled with the data related to the document selected. The first detail line of the document is highlighted.

Notes Management

After selecting the requisition, press F8 to display the options menu and select “7) Notes Management for this Document,” or type /NOTES and press RETURN. See Figure 9-1.
**Overview**

The Browse option allows you to review the status of a requisition. The display indicates whether the request has been approved or rejected by approvers and where the requisition is in the approval process (“whose desk it is on”).

**Selecting a Document**

Access the Requisition Entry screen by selecting the “REQ” keyword from the DPS Main Menu. To browse for signatures on a document, the desired document must be selected from the appropriate folder. If the document is not in the current folder (indicated in the upper right corner of the Requisition Entry screen), the appropriate steps should be taken to switch to the proper folder. See Chapter13 for instructions on changing the folder selection.

With the appropriate folder selected and the cursor at the “Requisition #” prompt on the Requisition Entry screen, use the F9 key or the options menu to select the desired document as instructed in the section of Chapter3 entitled “Selecting a Document,” page3-10. The screen is filled with the data related to the document selected. The first detail line of the document is highlighted.

**Browsing a Document**

After selecting the requisition, press F8 to display the options menu and select “8) Browse for Signatures on this Document” (Figure10-1); press F9; or type /LIST and press RETURN.
When the Browse option is selected, the summary region of the screen displays the status of the document in the approval process. See Figure 10-2.

**FIGURE 10-1**

Selecting the Browse Option

<table>
<thead>
<tr>
<th>OPTIONS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Exit to Previous Screen</td>
<td>$650.00</td>
</tr>
<tr>
<td>2) Add a New Line Item to this Document</td>
<td></td>
</tr>
<tr>
<td>3) Copy this Document to a New One</td>
<td>Amount</td>
</tr>
<tr>
<td>4) Update This Document/Line Item</td>
<td></td>
</tr>
<tr>
<td>5) Delete This Document/Line Item</td>
<td></td>
</tr>
<tr>
<td>6) Print This Document</td>
<td>$60.00</td>
</tr>
<tr>
<td>7) Notes Management for this Document</td>
<td></td>
</tr>
<tr>
<td>8) Browse for Signatures on this Document</td>
<td></td>
</tr>
<tr>
<td>9) Update the Receiving Report for this Document</td>
<td></td>
</tr>
<tr>
<td>10) Transfer from Pending to Completed Folder</td>
<td></td>
</tr>
</tbody>
</table>

**FIGURE 10-2**

Document Status Display

<table>
<thead>
<tr>
<th>POISE College Requisition Entry</th>
<th>Pending Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record #: 970016</td>
<td>Date Needed:</td>
</tr>
<tr>
<td>Requisition Date: 07/22/1997</td>
<td>Delivery Method:</td>
</tr>
<tr>
<td>Request Type: RR</td>
<td>Vendor Contact:</td>
</tr>
<tr>
<td>Prepay (Y/N): Y</td>
<td>Vendor Fax#:</td>
</tr>
<tr>
<td>Vendor: 15874</td>
<td>Requested By:</td>
</tr>
<tr>
<td>Business Forms, Inc.</td>
<td>Document Total: $650.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document #</th>
<th>Approver</th>
<th>Approval Date</th>
<th>Type of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>970016</td>
<td>R_THOMAS</td>
<td>07/22/1997</td>
<td>Director of Info Systems</td>
</tr>
<tr>
<td>970016</td>
<td>T_RUDOLPH</td>
<td>P VP - Info Systems</td>
<td></td>
</tr>
<tr>
<td>970016</td>
<td>K_MCNAMARA</td>
<td>X Purchasing Office</td>
<td></td>
</tr>
</tbody>
</table>

HELP(F8) OUT(F10)
The following information is displayed.

**Document #**: Document number selected for review.

**Approver**: Username of the approver.

**Approval Date**: Date the document was approved or rejected by the approver.

**Flag**: Status of the document. The following flags are used.
- A  Document is approved.
- I  Document author.
- P  Document is pending.
- R  Document has been rejected. All X’s and P’s are changed to R’s.
- X  Document has not reached that level of approval.

**Description of Approval**: Title or function of the approver.

---

**Exiting the Procedure**

To exit the Browse option, press F10 or press F8 to display the options menu. The options menu only provides an option to return to the previous screen. When the Exit option is executed, the summary list of requisition line items returns to the screen. You can select other options or press F10 to clear the Requisition Entry screen. Press F10 again to return to the DPS Main Menu.
Overview

The system allows you to track receiving information about individual documents, including the quantity received and the date received for each line item. To properly track the data, you must mark each line item of a requisition to indicate whether (1) all items were received for the line item, or (2) a portion of the items were received. After you enter the receiving information, you can print a receiving report.

Selecting a Document

Access the Requisition Entry screen by selecting the “REQ” keyword from the DPS Main Menu. To update receiving information, the desired document must be selected from the appropriate folder. If the document is not in the current folder (indicated in the upper right corner of the Requisition Entry screen), the appropriate steps should be taken to switch to the proper folder. See Chapter13 for instructions on changing the folder selection.

With the appropriate folder selected and the cursor at the “Requisition #” prompt on the Requisition Entry screen, use the F9 key or the options menu to select the desired document as instructed in the section of Chapter3 entitled ‘Selecting a Document,” page3-10. The screen is filled with the data related to the document selected. The first detail line of the document is highlighted.

Updating the Receiving Information

After selecting the requisition, highlight the line item that requires updated receiving data. If the entire document should be marked as received, it is acceptable to leave the first line highlighted. Press F8 to display the options menu and select “9)Update the Receiving Report for this Document,” or type /RECEIVE and press RETURN. See Figure11-1.
**FIGURE 11-1** Selecting the Receiving Report Update Option

<table>
<thead>
<tr>
<th>(Notes)</th>
<th>POISE College</th>
<th>Requisition Entry</th>
<th>Pending Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition # : 976048</td>
<td>Date Needed : ASAP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requisition Date: 08/28/1997</td>
<td>Delivery Method: UPS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request T : Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepay (Y/N) : V</td>
<td>Vendor Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Exit to Previous Screen</td>
<td>$385.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Add a New Line Item to this Document</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Copy this Document to a New One</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Update This Document/Line Item</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5) Delete This Document/Line Item</td>
<td>260.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Print This Document</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7) Notes Management for this Document</td>
<td>105.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8) Browse for Signatures on this Document</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9) Update The Receiving Report for this Document</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10) Transfer this Pending Report to Completed Folder</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Record 1 of 3  Record: 73

You are prompted as follows (Figure11-2).

*Mark All Items Received <YES>*?

**FIGURE 11-2** Mark All Items Prompt

<table>
<thead>
<tr>
<th>(Notes)</th>
<th>POISE College</th>
<th>Requisition Entry</th>
<th>Pending Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition # : 976048</td>
<td>Date Needed : ASAP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requisition Date: 08/28/1997</td>
<td>Delivery Method: UPS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request Type : RR</td>
<td>Vendor Contact : K. Stanley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepay (Y/N) : N</td>
<td>Vendor Fax# :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor : 03100</td>
<td>Requested By : HLM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Products Center</td>
<td>Document Total</td>
<td>$385.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GL Acct#</th>
<th>Item Description</th>
<th>Qty Req</th>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1111-660</td>
<td>Utility Machine Stand</td>
<td>1.00</td>
<td>EACH</td>
<td>260.00</td>
</tr>
<tr>
<td>1-1111-660</td>
<td>Econ/Storage Files</td>
<td>30.00</td>
<td>EACH</td>
<td>105.00</td>
</tr>
<tr>
<td>1-1111-660</td>
<td>Shipping &amp; Handling</td>
<td>1.00</td>
<td>EACH</td>
<td>20.00</td>
</tr>
</tbody>
</table>

Page 1 of 1
Mark All Items Received <YES>?
If you accept the default response, “YES,” the system marks each line item indicating that all requested items have been received and enters the system date as the date received. If a partial receipt occurred prior to marking all line items as received, the system adds an additional receipt date noting when the remaining shipment was received.

If you respond with “NO,” the summary region of the screen changes to allow you to enter the quantity received for a line item and the date the item was received. See Figure 11-3.

**FIGURE 11-3  Entering Receiving Data for a Line Item**

<table>
<thead>
<tr>
<th>Requisition #</th>
<th>Date Needed</th>
<th>Delivery Method</th>
<th>Request Type</th>
<th>Vendor Contact</th>
<th>Prepay (Y/N)</th>
<th>Vendor</th>
<th>Business Products Center</th>
<th>Document Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>976048</td>
<td>ASAP</td>
<td>UPS</td>
<td>RR</td>
<td>K. Stanley</td>
<td>N</td>
<td>03100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line Number</th>
<th>G.L. Account Number</th>
<th>Item Description</th>
<th>Unit Quantity</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Total</th>
<th>Dates Recvd</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Utility Machine Stand</td>
<td></td>
<td>1.00</td>
<td>EACH</td>
<td>260.00</td>
<td>260.00</td>
<td>8/29/1997 1st</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td>2nd</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3rd</td>
</tr>
</tbody>
</table>

The summary region displays detail information about the selected line item; however, you do not have access to this information. It is displayed for information only. The receiving screen allows three lines for entering the quantities and dates received. The cursor is positioned in the lower left corner of the screen under the heading, “Qty.”

**Qty**

Enter the amount received and press RETURN.

**Dates Recvd**

Press RETURN to enter the system date as the date received. You may enter another date if necessary.
Exiting the Procedure

To exit the receiving data entry screen, press F10 or press RETURN through the remaining data entry lines. The summary list of requisition line items returns to the screen. You can select other options or press F10 to clear the Requisition Entry screen. Press F10 again to return to the DPS Main Menu.
CHAPTER 12

Transferring Requisitions from Pending to Completed Folder

Overview

After frequent use of the DPS, the number of documents in the author’s Pending folder may become extremely large. The system provides maintenance procedures to “clean up” the Pending folder by transferring individual documents from the Pending folder to the Completed folder.

Selecting a Document

Access the Requisition Entry screen by selecting the “REQ” keyword from the DPS Main Menu. To transfer a document to the Completed folder, the desired document must be selected from the Pending folder. See Chapter13 for instructions on changing the folder selection, if necessary.

With the Pending folder selected and the cursor at the “Requisition #” prompt on the Requisition Entry screen, use the F9 key or the options menu to select the desired document as instructed in the section of Chapter3 entitled “Selecting a Document,” page3-10. The screen is filled with the data related to the document selected. The first detail line of the document is highlighted.

Transferring a Document

After selecting the requisition, press F8 to display the options menu and select “10) Transfer from Pending to Completed Folder” (Figure 12-1), or type /FOLDER and press RETURN.
You (the author) can transfer a document to the Completed folder at any point in the process. The document does not have to be completely approved or all the items received in order to move it to the Completed folder. You should determine when it is appropriate to transfer the document based on the usage of the DPS and your needs.

The system prompts as follows (Figure 12-2).

*File This Document As Completed <YES>*? 
If you accept the default response, “YES,” the system transfers the selected document from your Pending folder to the Completed folder and returns to the list of requisitions in the Pending folder. If you respond “NO,” the system exits the Transfer option and returns to the Requisition Entry screen where the selected document is displayed.

### Exiting the Procedure

Press F10 to clear the Requisition Entry screen. Press F10 again to return to the DPS Main Menu.
| Exiting the Procedure | Transferring Requisitions from Pending to Completed Folder |
Overview

The DPS allows documents to be stored in different folders depending on their status. In order to perform a procedure on a document, you must access the proper folder containing the document. Changing the current folder selection allows you to switch among the Pending, Rejected, and Completed folders. See the section in Chapter 2 entitled, “DPS Folder Organization,” page 2-10, for more information on the DPS folder structure.

Changing the Folder

Access the Requisition Entry screen by selecting the “REQ” keyword from the DPS Main Menu. When the Requisition Entry screen is accessed, the system defaults to the Pending folder as the current folder. The folder selection is displayed in the top right corner of the screen to inform you which folder is currently accessed.

To change the folder selection, press F8 when the cursor is positioned at the “Requisition #” prompt to display the options menu and select “4) Folder Selection” (Figure 13-1); or type /FOLDER and press RETURN.
Exiting the Requisition Entry Screen

Changing the Current Folder Selection

FIGURE 13-1  Changing the Folder Selection

The screen displays an options menu to allow you to select the appropriate folder. See Figure 13-2.

FIGURE 13-2  Selecting a Folder

Highlight the folder you wish to select and press RETURN. When the folder is selected, the cursor returns to the “Requisition #” prompt on the Requisition Entry screen, and the current folder display changes to the selected folder.

You can view rejected or completed requisitions; however, these documents cannot be modified.

Exiting the Requisition Entry Screen

Exit the Requisition Entry Screen by pressing F10 as usual. When you exit, the folder selection reverts to the Pending folder.
Folder Objectives

The DPS folders are listed below.

**Pending Folder:** The Pending folder is accessed by default when you access the Requisition Entry Screen. It contains requisitions that have been entered and are awaiting approval. Documents remain in the Pending folder until they are moved to the Completed folder with the “Transfer from Pending to Completed Folder” option. See Chapter 12. If a document has been rejected by an approver, it is automatically removed from the Pending folder and placed in the Rejected folder.

**Completed Folder:** The Completed folder contains documents that have completed the requisition process; however, documents can be moved to the Completed folder at any time after they are created. Documents are moved to the Completed folder with the “Transfer from Pending to Completed Folder” option. See Chapter 12.

**Rejected Folder:** The Rejected folder contains requisitions that have been rejected by approvers. Documents are moved automatically into the Rejected folder upon rejection by an approver.
<table>
<thead>
<tr>
<th>Folder Objectives</th>
<th>Changing the Current Folder Selection</th>
</tr>
</thead>
</table>

13-4  Distributed Purchasing System Author’s Reference Manual
Sample Reports
Requisition Draft Form

POISE College
Purchase Request – Draft Copy
27-May-97

Request # : 990015
P.O. Number : 1028

Vendor # 03100 Order Date : 05/27/1997

Order From:
Business Products Center
514 E. Maple
San Francisco, CA  91324
Requested : ASAP
Requestor : Andy

<table>
<thead>
<tr>
<th>Item#</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Ext Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>(1-6330-660 Administrative Data Processing) Utility Machine Stand 31 1/2&quot;W x 19 3/8&quot;D x 26 3/4&quot;H</td>
<td>1.00</td>
<td>EACH</td>
<td>260.000</td>
<td>260.00</td>
</tr>
<tr>
<td>02</td>
<td>(1-6330-660 Administrative Data Processing) Econo/Stor Files FEL-00703 Ltr/Lgl 12 x 10 x 15</td>
<td>20.00</td>
<td>EACH</td>
<td>3.400</td>
<td>68.00</td>
</tr>
<tr>
<td>03</td>
<td>(1-6330-660 Administrative Data Processing) Desktop Laminator UNV-845337 8 1/2&quot; x 14&quot;</td>
<td>1.00</td>
<td>EACH</td>
<td>180.000</td>
<td>180.00</td>
</tr>
<tr>
<td>04</td>
<td>(1-6330-660 Administrative Data Processing) Porcelain Rollers NEW-04258 Medium</td>
<td>1.00</td>
<td>EACH</td>
<td>12.650</td>
<td>12.65</td>
</tr>
<tr>
<td>05</td>
<td>(1-6330-660 Administrative Data Processing) Post-Its XXXX-78514 YW</td>
<td>20.00</td>
<td>Units</td>
<td>1.250</td>
<td>25.00</td>
</tr>
</tbody>
</table>

$545.65
Travel Request Form

POISE College
Travel Authorization
27-May-97

P.O. Number
Request Date 05/27/1997
Req. Number 990017

Person Traveling         Digital Equipment Corporation
Vendor Number            58931
Accompanied by
Destination              Dallas
In/Out of State (I/O)    TI
Leave Date               07/07/97
Return Date              07/10/97
State Vehicle (Y/N)      N

G.L. Acct #              1-6110-615
Dept Name                Department of Computer Services
Description              Attend VMS Training

Estimated Costs:
Mileage   .00
Meals     80.00
Lodging   180.00
Fees      45.00
Airfare   159.00
Other     120.00

Amount Total            584.00

Approvals:

Approver          Signed By     Approval Date

======================================
# Receiving Report Form

POISE College  
Receiving Report  
27-May-97

Requisition #: 990015  
P.O. Number : 1028

Vendor #: 03100  
Order Date : 05/27/1997

Order From:  
Business Products Center  
514 E. Maple  
San Francisco, CA 91324

<table>
<thead>
<tr>
<th>Itm</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Qty Rcvd</th>
<th>Date Rcvd</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>1-6330-660 Administrative Data Processing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility Machine Stand</td>
<td>1.00</td>
<td>EACH</td>
<td>1.00</td>
<td>6/02/1997</td>
</tr>
<tr>
<td></td>
<td>31 1/2&quot;W x 19 3/8&quot;D x 26 3/4&quot;H</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>1-6330-660 Administrative Data Processing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Econo/Stor Files</td>
<td>20.00</td>
<td>EACH</td>
<td>10.00</td>
<td>5/29/1997</td>
</tr>
<tr>
<td></td>
<td>FEL-00703 Ltr/Lgl</td>
<td></td>
<td></td>
<td>10.00</td>
<td>6/02/1997</td>
</tr>
<tr>
<td></td>
<td>12 x 10 x 15</td>
<td>10</td>
<td>15</td>
<td>6/02/1997</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>1-6330-660 Administrative Data Processing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Desktop Laminator</td>
<td>1.00</td>
<td>EACH</td>
<td>1.00</td>
<td>6/02/1997</td>
</tr>
<tr>
<td></td>
<td>UNV-845337 8 1/2&quot; x 14&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>1-6330-660 Administrative Data Processing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Porcelain Rollers</td>
<td>1.00</td>
<td>EACH</td>
<td>1.00</td>
<td>6/02/1997</td>
</tr>
<tr>
<td></td>
<td>NEW-04258 Medium</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>1-6330-660 Administrative Data Processing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post-Its</td>
<td>20.00</td>
<td>Units</td>
<td>15.00</td>
<td>5/29/1997</td>
</tr>
<tr>
<td></td>
<td>XXXX-78514 YW</td>
<td></td>
<td></td>
<td>5.00</td>
<td>6/02/1997</td>
</tr>
</tbody>
</table>
Requestor: Andy