

# POISE

*People Oriented Information Systems for Education  
Administrative Information Systems*

## **Distributed Purchasing System Author's Reference Manual**

Order No. VDR-DPS-AUTA0

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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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# Table of Contents

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<b>CHAPTER 1</b>	<b>Introduction..... 1-1</b>
	Purpose of the Manual ..... 1-1
	Purpose of the System..... 1-1
	Overview of the System..... 1-1
	Relationship to the POISE Fiscal Reporting System..... 1-1
	Accessing the System..... 1-2
<b>CHAPTER 2</b>	<b>General Information ..... 2-1</b>
	DPS Main Menu..... 2-1
	Fiscal Status Inquiry..... 2-2
	Requisition Entry Screen ..... 2-6
	Important Points About the Screen..... 2-7
	Requisition Entry Options..... 2-8
	Exiting the Program..... 2-8
	Adding a New Document ..... 2-9
	Browsing the Current Document Folder..... 2-9
	Selecting a Folder ..... 2-9
	DPS Folder Organization ..... 2-10
<b>CHAPTER 3</b>	<b>Adding a New Requisition or Line Item3-1</b>
	Overview..... 3-1
	Creating a New Document..... 3-1
	Adding a Line Item to a New Document ..... 3-5
	Adding a Line to a Regular Requisition ..... 3-5
	Adding a Line to a Travel Requisition ..... 3-8
	Adding a Line Item to an Existing Requisition..... 3-10
	Selecting a Document..... 3-10
	Adding a Line ..... 3-11
	Exiting the Procedure ..... 3-11
<b>CHAPTER 4</b>	<b>Viewing Detail on a Line Item ..... 4-1</b>
	Overview..... 4-1
	Selecting a Document ..... 4-1
	Displaying Line Item Detail..... 4-1

---

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## Table of Contents

---

	Items Displayed for a Regular Requisition.....	4-3
	Items Displayed for a Travel Requisition .....	4-4
	Exiting the Procedure .....	4-5
<b>CHAPTER 5</b>	<b>Copying a Requisition or Line Item.....</b>	<b>5-1</b>
	Overview .....	5-1
	Selecting a Document.....	5-1
	Using the Copy Option.....	5-1
	Copying All Line Items .....	5-3
	Copying a Line Item .....	5-3
	Exiting the Procedure .....	5-4
<b>CHAPTER 6</b>	<b>Updating a Requisition or Line Item6-1</b>	
	Overview .....	6-1
	Selecting a Document.....	6-1
	Using the Update Option.....	6-1
	Exiting the Procedure .....	6-4
<b>CHAPTER 7</b>	<b>Deleting a Requisition or Line Item .....</b>	<b>7-1</b>
	Overview .....	7-1
	Selecting a Document.....	7-1
	Using the Delete Option.....	7-1
	Requisitions with More Than One Line Item .....	7-2
	Requisitions with One Line Item .....	7-3
	Exiting the Procedure .....	7-4
<b>CHAPTER 8</b>	<b>Printing a Requisition or Report.....</b>	<b>8-1</b>
	Overview .....	8-1
	Selecting a Document.....	8-1
	Using the Print Option.....	8-1
	Standard Reports.....	8-3
	Exiting the Procedure .....	8-4
<b>CHAPTER 9</b>	<b>Notes on Requisitions.....</b>	<b>9-1</b>
	Overview .....	9-1
	Selecting a Document.....	9-1
	Notes Management.....	9-1
	Adding a New Note .....	9-3
	Reading a Note.....	9-6
	Updating a Note .....	9-6
	Exiting the Procedure .....	9-7
	Note Indicators .....	9-7

---

## Table of Contents

---

	Logging into the System .....	9-8
	Accessing the Requisition Entry Screen.....	9-9
	Informational Mail Message.....	9-11
<hr/> <b>CHAPTER 10</b>	<hr/> <b>Browsing for Signatures on Requisitions.....</b>	<hr/> <b>10-1</b>
	Overview .....	10-1
	Selecting a Document .....	10-1
	Browsing a Document.....	10-1
	Exiting the Procedure .....	10-3
<hr/> <b>CHAPTER 11</b>	<hr/> <b>Updating Receiving Reports .....</b>	<hr/> <b>11-1</b>
	Overview .....	11-1
	Selecting a Document .....	11-1
	Updating the Receiving Information.....	11-1
	Exiting the Procedure .....	11-4
<hr/> <b>CHAPTER 12</b>	<hr/> <b>Transferring Requisitions from Pending to Completed Folder ...</b>	<hr/> <b>12-1</b>
	Overview .....	12-1
	Selecting a Document .....	12-1
	Transferring a Document .....	12-1
	Exiting the Procedure .....	12-3
<hr/> <b>CHAPTER 13</b>	<hr/> <b>Changing the Current Folder Selection .....</b>	<hr/> <b>13-1</b>
	Overview .....	13-1
	Changing the Folder.....	13-1
	Exiting the Requisition Entry Screen.....	13-2
	Folder Objectives .....	13-3
<hr/> <b>APPENDIX A</b>	<hr/> <b>Sample Reports .....</b>	<hr/> <b>1</b>
	Requisition Draft Form.....	A-1
	Travel Request Form.....	A-2
	Receiving Report Form .....	A-3

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## Purpose of the Manual

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

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## 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.

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## 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.

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## 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 Figure1-1.

**FIGURE 1-1** Entering a Username and 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 Figure1-2.

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

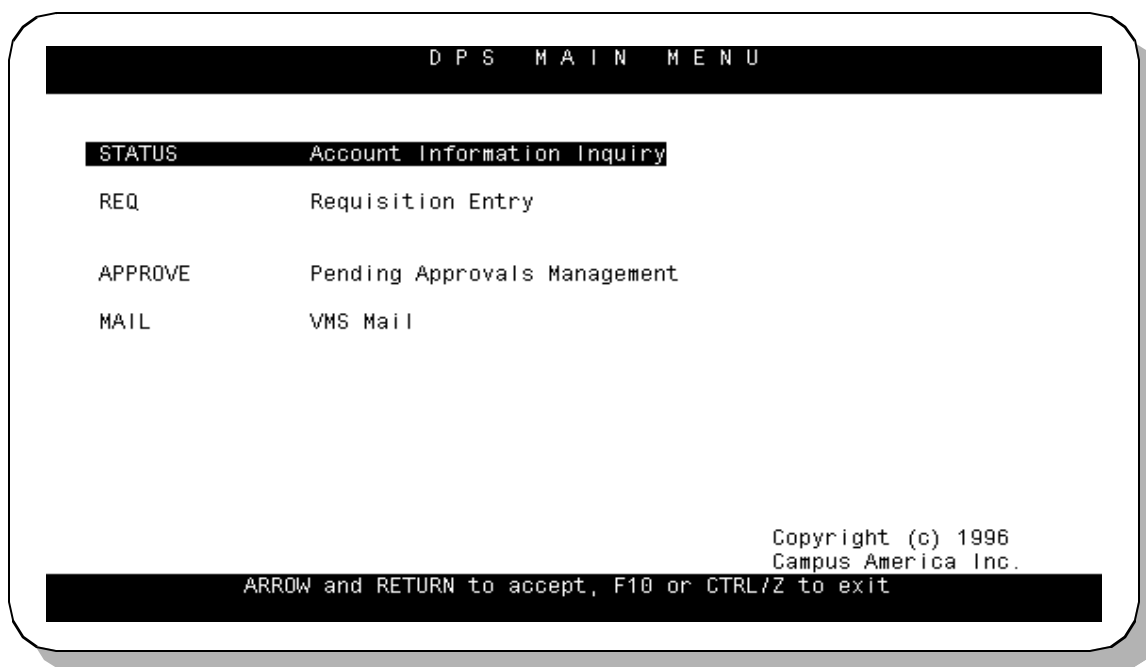


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## DPS Main Menu

The DPS Main Menu is the primary menu in the Distributed Purchasing System (Figure2-1).

**FIGURE 2-1** The DPS Main Menu



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," page2-2.)
- 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.

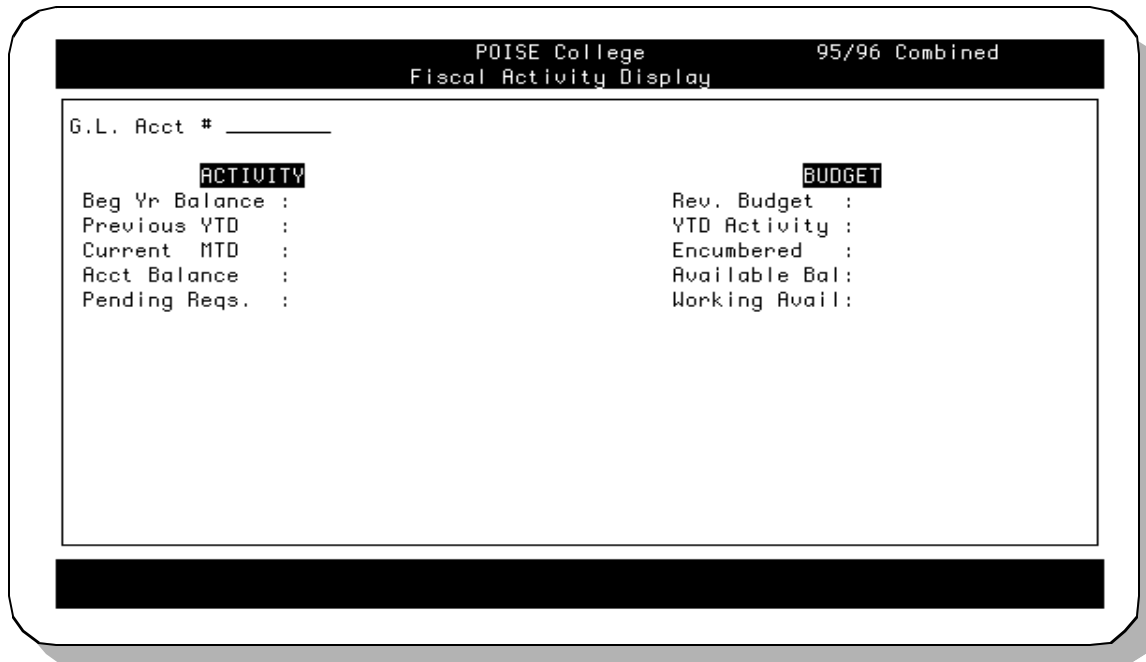
Use the UP ARROW or DOWN ARROW key to highlight the task to perform and press RETURN; or type the keyword associated with the task (or enough letters of the keyword to differentiate it from other keywords on the menu) and press RETURN. If you enter the keyword, a "Selection?" prompt will replace the 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 (Figure2-2).

**FIGURE 2-2** Account Balance Inquiry



### 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 (Figure2-3).

**FIGURE 2-3** Display Options

The screenshot shows a terminal window titled "POISE College 95/96 Combined Fiscal Activity Display". At the top, there is a header bar with the text "POISE College" on the left and "95/96 Combined" on the right. Below the header, the main title "Fiscal Activity Display" is centered. The main area contains a form with the following elements:

- A prompt "G.L. Acct # \_\_\_\_\_" followed by a blank line.
- Two columns of labels: "ACTIVITY" and "BUDGET".
- Labels for data rows: "Beg Yr Bala", "Previous YT", "Current MT", "Acct Balanc", and "Pending Req".
- A pop-up menu titled "Options" with the following list:
  - 1) Exit This Program
  - 2) Display Current Records
  - 3) Display History Records
  - 4) Display Combined
  - 5) Display Detail for a specific Fiscal Period
  - 6) Change Fiscal Years
  - 7) Browse Selectively by Dept or User

At the bottom of the terminal window, a footer bar contains the text: "|F10 = OUT | |PF2 = HELP| |PF3 = LIST| |OO = CMD |".

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 that is used if you do not choose a specific display option.

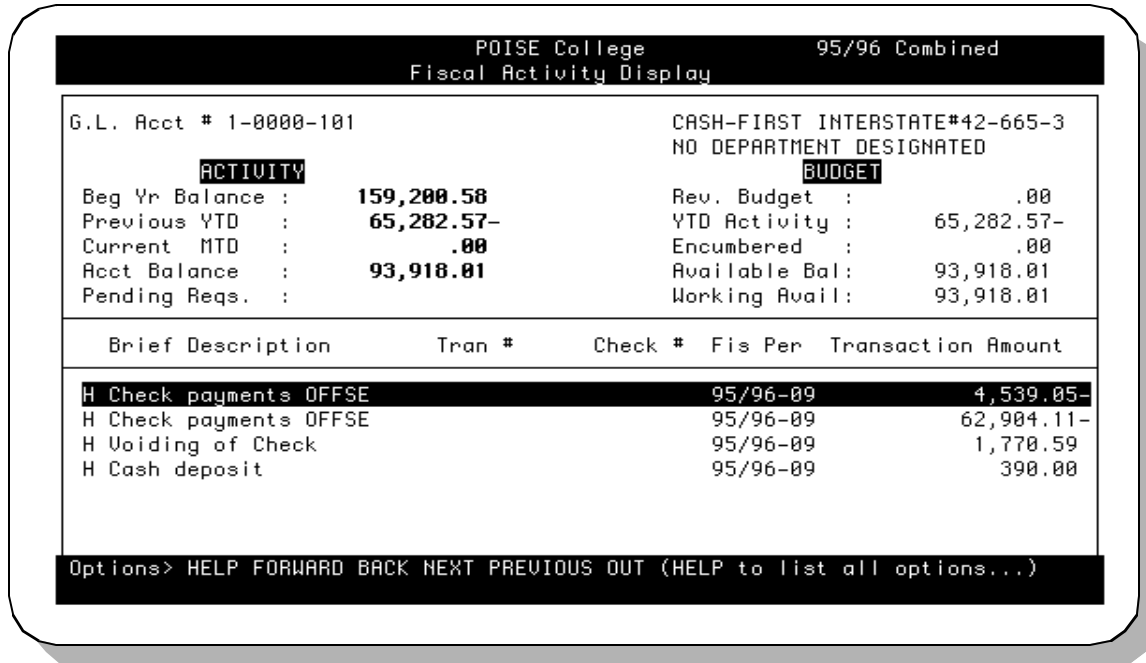
**Display Detail for a Specific Fiscal Period:** Allows you to select the starting month and the ending month from pop-up boxes. Only records posted for that range of months are displayed. The default display is for the full fiscal year.

**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.

FIGURE 2-5 Options on Fiscal Activity Display

ACTIVITY		BUDGET	
Beg Yr Balance :	159,200.58	Rev. Budget :	.00
Previous YTD			65,282.57-
Current MTD			.00
Acct Balance			93,918.01
Pending Reqs			93,918.01
Brief Desc		action Amount	
H Check paym			4,539.05-
H Check paym			62,904.11-
H Voiding of Check		95/96-09	1,770.59
H Cash deposit		95/96-09	390.00

Press RETURN or a number to select

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.

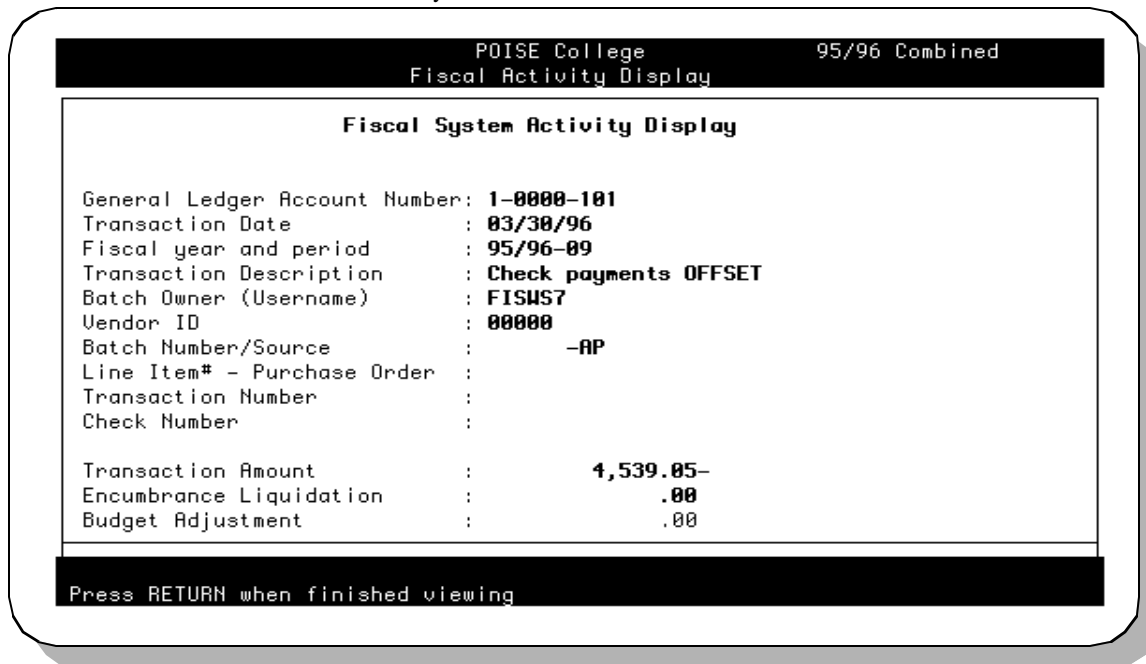
**Jump to the top of the scrolling region:** Returns the highlighted bar to the top of the transaction list. The /TOP command has the same effect.

**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.

Figure2-6 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).

**FIGURE 2-7** The Requisition Entry Screen

POISE College		Requisition Entry		Pending Folder	
Requisition #	:	_____	Date Needed	:	
Requisition Date	:	_____	Delivery Method	:	
Request Type	:		Vendor Contact	:	
Prepay (Y/N)	:		Vendor Fax#	:	
Vendor	:		Requested By	:	
			Document Total		
GL Acct#	Item Description	Qty Req	Unit	Amount	
HELP (F8) LIST (F9) OUT (F10) ADD (F7) FOLDER					

## 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.

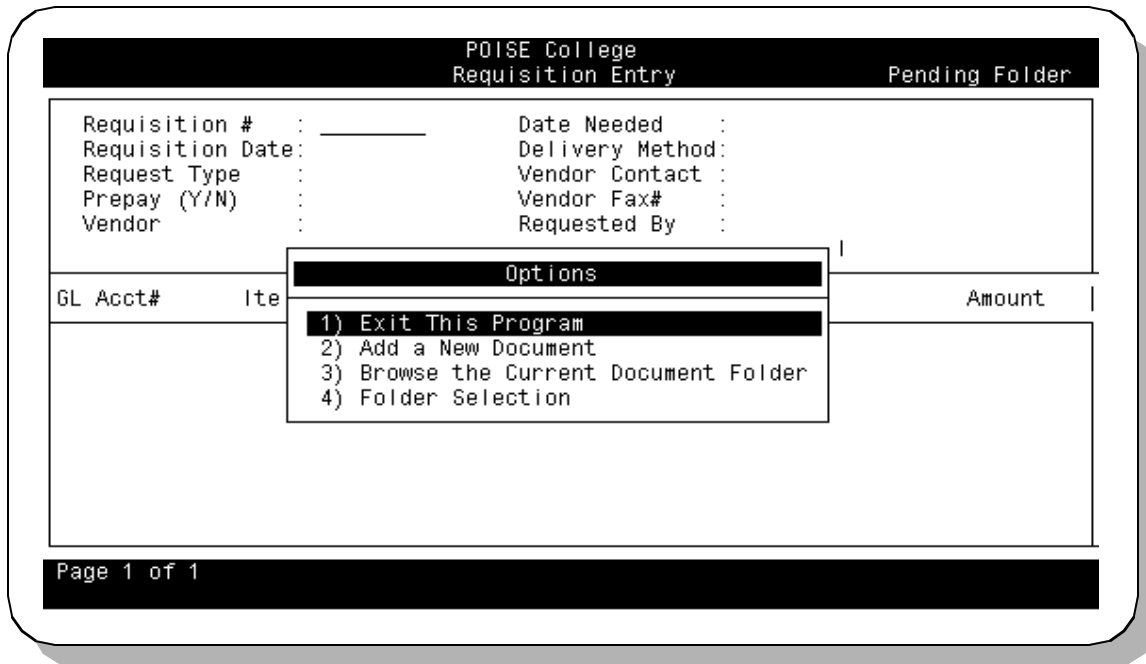
**Function row:** This is the bottom of the screen that displays available options you can perform. The function row lists options when the cursor is in the first field of the header or detail region. To select one of the options, press the related function key, if any, or type a slash (/) followed by 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 (Figure2-8). 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.

**FIGURE 2-8** Selecting an Option



You can also select one of the options by pressing the appropriate function key as shown at the bottom of the Requisition Entry screen (Figure2-7) 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 Chapter3.

## 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 Chapter3 through Chapter12 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.

## 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 (Figure 3-1); press the F7 key; or type /ADD and press RETURN.

**FIGURE 3-1** Selecting the Add Option

The screenshot displays the 'POISE College Requisition Entry' screen. At the top right, it says 'Pending Folder'. The main area contains a form with the following fields and prompts:

Requisition #	: _____	Date Needed	:
Requisition Date	:	Delivery Method	:
Request Type	:	Vendor Contact	:
Prepay (Y/N)	:	Vendor Fax#	:
Vendor	:	Requested By	:

An 'Options' menu is overlaid on the screen, listing the following choices:

- 1) Exit This Program
- 2) Add a New Document
- 3) Browse the Current Document Folder
- 4) Folder Selection

The 'Options' menu title and the second option, '2) Add a New Document', are highlighted with a black background. At the bottom left of the screen, it says 'Page 1 of 1'.

## 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.

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## 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 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.

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## 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 (Figure4-1).

FIGURE 4-1 Selecting a Line Item

POISE College		Requisition Entry		Pending Folder	
Requisition #	: 970001	Date Needed	: ASAP		
Requisition Date	: 04/02/1997	Delivery Method	: Pick-Up		
Request Type	: RR	Vendor Contact	: Bill Jones		
Prepay (Y/N)	: N	Vendor Fax#	: 440-823-4455		
Vendor	: 06000	Requested By	: H. Smith		
Nathan Office Supply			Document Total		\$26.75
GL Acct#	Item Description	Qty Req	Unit	Amount	
1-1111-660	Clic-Erasers	5.00	EACH	8.75	
1-1111-660	Eraser Refill	15.00	EACH	18.00	
HELP(F8) LIST(F9) OUT(F10) ADD(F7) UPDATE COPY DELETE PRINT NOTE RECEIVE FOLDER					

The detailed information related to the selected line item is displayed as shown in Figure4-2 for regular requisitions or in Figure4-3 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."

FIGURE 4-2 Line Item Detail on Regular Requisition

POISE College		Requisition Entry		Pending Folder	
Requisition #	: 970001	Req Line #	: 01		
Assigned PO #	:	PO Line #	:		
Assigned Vendor	: 06000	Nathan Office Supply			
Original Vendor	:	Nathan Office Supply			
Account #	: 1-1111-660 OFFICE SUPPLIES				
Department	: Computer Services				
Description	: Clic-Erasers				
	Item # XYZ-123				
Qty:	5.00	Unit:	EACH	Cost:	1.750
				Amount:	8.75
Receiving Information	1st Delivery:	Qty:	5.00	Date:	8/26/1997
	2nd Delivery:	Qty:		Date:	
	3rd Delivery:	Qty:		Date:	
Press Return When Finished Viewing					
Command:					

## 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:**

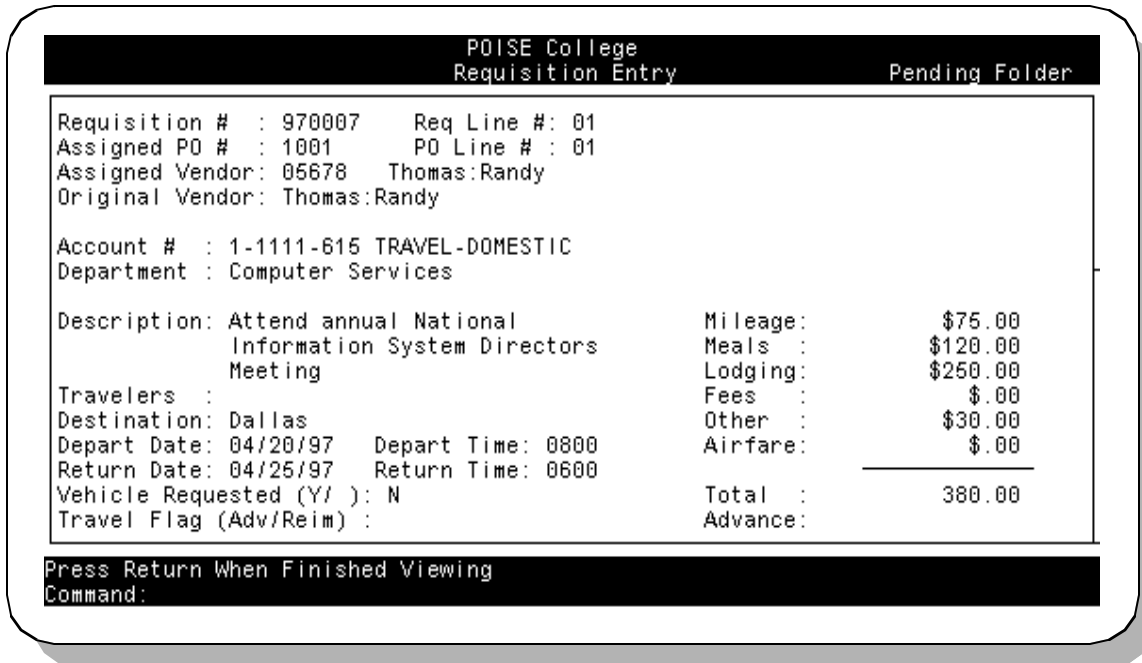
**Date:**

Quantity received and date received for each delivery.

### Items Displayed for a Travel Requisition

An example detail display for a travel requisition line item is shown in Figure4-3.

**FIGURE 4-3** Line Item Detail on Travel Requisition



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.



# 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

POISE College		Pending Folder
Requisition Entry		
Requisition # : 970001	Date Needed : ASAP	
Requisition Date: 04/02/1997	Delivery Method: Pick-Up	
Request T		
Prepay (Y		
Vendor		
Nathan Of		
GL Acct#		Amount
1-1111-660		8.75
1-1111-660		18.00
Record 1 of 2 Record: 23		

**OPTIONS**

- 1) Exit to Previous Screen
- 2) Add a New Line Item to this Document
- 3) Copy this Document to a New One**
- 4) Update This Document/Line Item
- 5) Delete This Document/Line Item
- 6) Print This Document
- 7) Notes Management for this Document
- 8) Browse for Signatures on this Document
- 9) Update The Receiving Report for this Document
- 10) Transfer from Pending to Completed Folder

The system prompts as follows (Figure5-2).

*Sure Create a New Document <YES>?*

FIGURE 5-2 New Document Prompt

POISE College		Pending Folder		
Requisition Entry				
Requisition # : 970001	Date Needed : ASAP			
Requisition Date: 04/02/1997	Delivery Method: Pick-Up			
Request Type : RR	Vendor Contact : Bill Jones			
Prepay (Y/N) : N	Vendor Fax# : 440-823-4455			
Vendor : 06000	Requested By : H. Smith			
Nathan Office Supply	Document Total	\$26.75		
GL Acct#	Item Description	Qty Req	Unit	Amount
1-1111-660	Clic-Erasers	5.00	EACH	8.75
1-1111-660	Eraser Refill	15.00	EACH	18.00
Record 1 of 2 Record: 23				
Sure Create a New Document <YES>?				

## Copying All Line Items

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

*Copy all line items <YES>?*

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

(Notes)		POISE College Requisition Entry		Pending Folder
Requisition #	: 970067	Date Needed	: ASAP	
Requisition Date	: 10/15/1997	Delivery Method	: Pick-Up	
Request Type	: RR	Vendor Contact	: Bill Jones	
Prepay (Y/N)	: N	Vendor Fax#	: 440-823-4455	
Vendor	: 6000	Requested By	: H. Smith	
Nathan Office Supply			Document Total	\$ .00
GL Acct#	Item Description	Qty Req	Unit	Amount
1-1120-660	Clic-Erasers	5.00	EACH	8.75
1-1111-660	Eraser Refill	15.00	EACH	18.00
Page 1 of 1				
Copy Line #01 <YES>?				

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.

**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.**

## Copying a Line Item

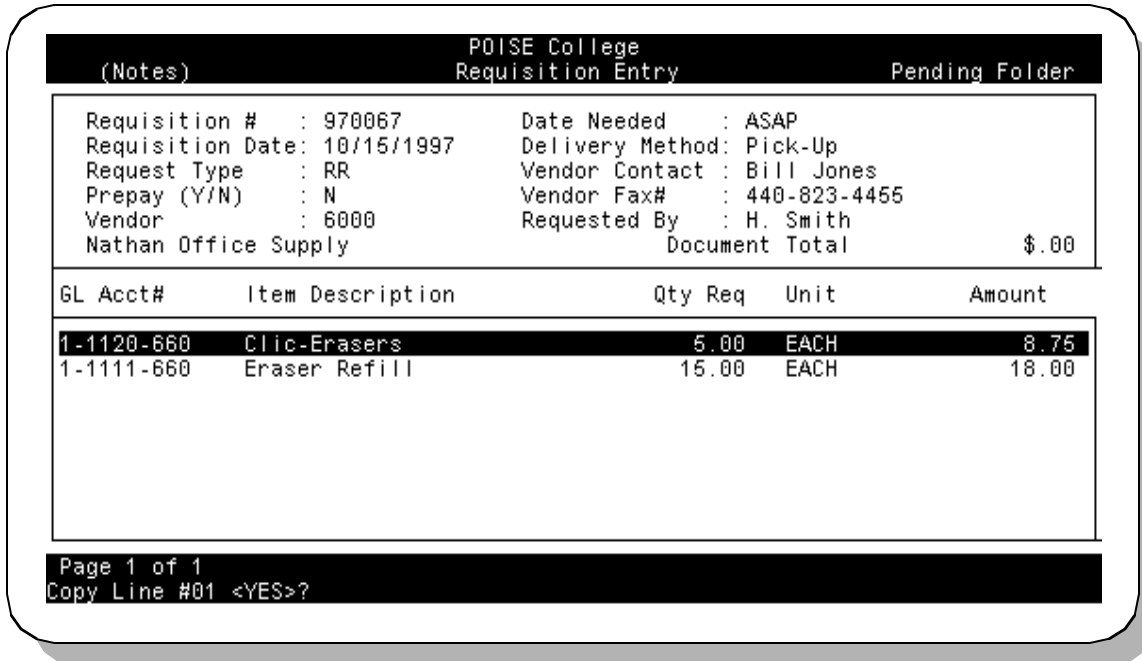
If only selected lines should be copied to the new requisition you must respond “NO” to the “Copy all line items <YES>?” prompt described above. After the header region has

been updated, the system prompts as follows for each line number individually (Figure5-4).

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



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.

# 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 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 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 Figure6-1.

**FIGURE 6-1** Selecting the Update Option

POISE College		Pending Folder
Requisition Entry		
Requisition # : 970001	Date Needed : ASAP	
Requisition Date: 04/02/1997	Delivery Method: Pick-Up	
Request T		
Prepay (Y		
Vendor		
Nathan Of		
GL Acct#		
1-1111-660		
1-1111-660		

OPTIONS		
1) Exit to Previous Screen		\$26.75
2) Add a New Line Item to this Document		
3) Copy this Document to a New One		Amount
4) Update This Document/Line Item		8.75
5) Delete This Document/Line Item		18.00
6) Print This Document		
7) Notes Management for this Document		
8) Browse for Signatures on this Document		
9) Update The Receiving Report for this Document		
10) Transfer from Pending to Completed Folder		

Record 1 of 2	Record: 23
---------------	------------

The system prompts as follows (Figure6-2).

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

**FIGURE 6-2** Update Header Prompt

POISE College		Pending Folder		
Requisition Entry				
Requisition # : 970001	Date Needed : ASAP			
Requisition Date: 04/02/1997	Delivery Method: Pick-Up			
Request Type : RR	Vendor Contact : Bill Jones			
Prepay (Y/N) : N	Vendor Fax# : 440-823-4455			
Vendor : 06000	Requested By : H. Smith			
Nathan Office Supply	Document Total	\$26.75		
GL Acct#	Item Description	Qty Req	Unit	Amount
1-1111-660	Clic-Erasers	5.00	EACH	8.75
1-1111-660	Eraser Refill	15.00	EACH	18.00

Record 1 of 2	Record: 23
Update Data in the Header Region <YES>?	

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 Chapter3 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 (Figure6-3).

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

**FIGURE 6-3** Update Detail Prompt

POISE College		Requisition Entry		Pending Folder	
Requisition #	: 970001	Date Needed	: ASAP		
Requisition Date	: 04/02/1997	Delivery Method	: Pick-Up		
Request Type	: RR	Vendor Contact	: Bill Jones		
Prepay (Y/N)	: N	Vendor Fax#	: 440-823-4455		
Vendor	: 06000	Requested By	: H. Smith		
Nathan Office Supply			Document Total		\$26.75
GL Acct#	Item Description	Qty Req	Unit	Amount	
1-1111-660	Clic-Erasers	5.00	EACH	8.75	
1-1111-660	Eraser Refill	15.00	EACH	18.00	
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 Chapter3 for descriptions of the data fields.

**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.**

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.

## 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**

**A requisition must have at least one line item to be deleted using the Delete option.**

FIGURE 7-1 Selecting the Delete Option

POISE College		Pending Folder
Requisition Entry		
Requisition # : 970048	Date Needed : ASAP	
Requisition Date: 08/28/1997	Delivery Method: UPS	
Request T		
Prepay (Y		
Vendor		
Business		
GL Acct#		Amount
1-1111-660		\$385.00
1-1111-660		260.00
1-1111-660		105.00
		20.00

**OPTIONS**

- 1) Exit to Previous Screen
- 2) Add a New Line Item to this Document
- 3) Copy this Document to a New One
- 4) Update This Document/Line Item
- 5) Delete This Document/Line Item**
- 6) Print This Document
- 7) Notes Management for this Document
- 8) Browse for Signatures on this Document
- 9) Update The Receiving Report for this Document
- 10) Transfer from Pending to Completed Folder

Record 3 of 3      Record: 80

### 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

POISE College		Pending Folder		
Requisition Entry				
Requisition # : 970048	Date Needed : ASAP			
Requisition Date: 08/28/1997	Delivery Method: UPS			
Request Type : RR	Vendor Contact : K. Stanley			
Prepay (Y/N) : N	Vendor Fax# :			
Vendor : 03100	Requested By : HLM			
Business Products Center	Document Total	\$385.00		
GL Acct#	Item Description	Qty Req	Unit	Amount
1-1111-660	Utility Machine Stand	1.00	EACH	260.00
1-1111-660	Econ/Storage Files	30.00	EACH	105.00
1-1111-660	Shipping & Handling	1.00	EACH	20.00

Record 3 of 3      Record: 80

Delete All Line Items for This Document <YES>?

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

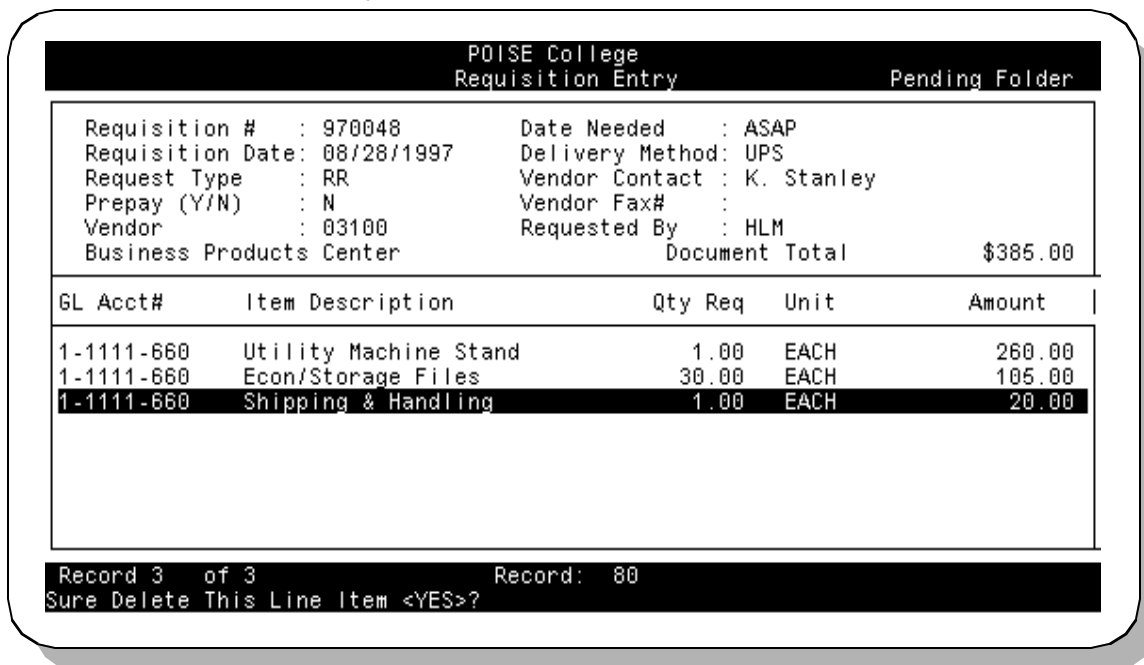
*Sure Delete All Line Items <YES>?*

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



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 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 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 Figure8-1.

**FIGURE 8-1** Selecting the Print Option

POISE College		Pending Folder																						
Requisition Entry																								
Requisition # : 970048	Date Needed : ASAP																							
Requisition Date: 08/28/1997	Delivery Method: UPS																							
Request T																								
Prepay (Y																								
Vendor																								
Business																								
GL Acct#		Amount																						
1-1111-660		260.00																						
1-1111-660		105.00																						
1-1111-660		20.00																						
<table border="1"> <thead> <tr> <th colspan="2">OPTIONS</th> </tr> </thead> <tbody> <tr> <td>1) Exit to Previous Screen</td> <td>\$385.00</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></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></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>			OPTIONS		1) Exit to Previous Screen	\$385.00	2) Add a New Line Item to this Document		3) Copy this Document to a New One		4) Update This Document/Line Item		5) Delete This Document/Line Item		6) Print This Document		7) Notes Management for this Document		8) Browse for Signatures on this Document		9) Update The Receiving Report for this Document		10) Transfer from Pending to Completed Folder	
OPTIONS																								
1) Exit to Previous Screen	\$385.00																							
2) Add a New Line Item to this Document																								
3) Copy this Document to a New One																								
4) Update This Document/Line Item																								
5) Delete This Document/Line Item																								
6) Print This Document																								
7) Notes Management for this Document																								
8) Browse for Signatures on this Document																								
9) Update The Receiving Report for this Document																								
10) Transfer from Pending to Completed Folder																								
Record 1 of 3		Record: 78																						

The system prompts as follows. See Figure8-2.

*Print To Attached Printer <YES>?*

**FIGURE 8-2** Attached Printer Prompt

POISE College		Pending Folder		
Requisition Entry				
Requisition # : 970048	Date Needed : ASAP			
Requisition Date: 08/28/1997	Delivery Method: UPS			
Request Type : RR	Vendor Contact : K. Stanley			
Prepay (Y/N) : N	Vendor Fax# :			
Vendor : 03100	Requested By : HLM			
Business Products Center	Document Total	\$385.00		
GL Acct#	Item Description	Qty Req	Unit	Amount
1-1111-660	Utility Machine Stand	1.00	EACH	260.00
1-1111-660	Econ/Storage Files	30.00	EACH	105.00
1-1111-660	Shipping & Handling	1.00	EACH	20.00
Record 1 of 3		Record: 78		
Print To Attached Printer <YES>?				

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.

FIGURE 8-3

Selecting the Report

```

Print Selection
-----
1) Requisition Draft Form
2) Travel Request Form
3) Receiving Report Form
  
```

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.

---

## 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.

# Browsing for Signatures on Requisitions

---

## 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.

**FIGURE 10-1** Selecting the Browse Option

POISE College		Pending Folder
Requisition Entry		
Requisition # : 970016	Date Needed :	
Requisition Date: 07/22/1997	Delivery Method:	
Request Type :	Vendor Contact :	
Prepay (Y/N) :	Vendor Fax# :	
Vendor : 15874	Requested By :	
Business Forms, Inc.	Document Total	\$650.00
GL Acct#		Amount
1-1111-652		600.00
1-1111-652		50.00

OPTIONS	
1) Exit to Previous Screen	
2) Add a New Line Item to this Document	
3) Copy this Document to a New One	
4) Update This Document/Line Item	
5) Delete This Document/Line Item	
6) Print This Document	
7) Notes Management for this Document	
<b>8) Browse for Signatures on this Document</b>	
9) Update The Receiving Report for this Document	
10) Transfer from Pending to Completed Folder	

Record 1 of 4                      Record: 182

When the Browse option is selected, the summary region of the screen displays the status of the document in the approval process. See Figure10-2.

**FIGURE 10-2** Document Status Display

POISE College		Pending Folder		
Requisition Entry				
Requisition # : 970016	Date Needed :			
Requisition Date: 07/22/1997	Delivery Method:			
Request Type : RR	Vendor Contact :			
Prepay (Y/N) : N	Vendor Fax# :			
Vendor : 15874	Requested By :			
Business Forms, Inc.	Document Total	\$650.00		
Document #	Approver	Approval Date	Flg	Description of Approval
970016	ESPDEMO		I	Document Author
970016	R_THOMAS	07/22/1997	A	Director of Info Systems
970016	T_RUDOLPH		P	VP - Info Systems
970016	K_MCNAMARA		X	Purchasing Office

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

(Notes)		POISE College Requisition Entry	Pending Folder																						
Requisition #	: 970048	Date Needed	: ASAP																						
Requisition Date	: 08/28/1997	Delivery Method	: UPS																						
Request T																									
Prepay (Y																									
Vendor																									
Business																									
GL Acct#			Amount																						
1-1111-660			260.00																						
1-1111-660			105.00																						
1-1111-660			20.00																						
<table border="1"> <thead> <tr> <th colspan="2">OPTIONS</th> </tr> </thead> <tbody> <tr> <td>1) Exit to Previous Screen</td> <td>\$385.00</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></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></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>				OPTIONS		1) Exit to Previous Screen	\$385.00	2) Add a New Line Item to this Document		3) Copy this Document to a New One		4) Update This Document/Line Item		5) Delete This Document/Line Item		6) Print This Document		7) Notes Management for this Document		8) Browse for Signatures on this Document		9) Update The Receiving Report for this Document		10) Transfer from Pending to Completed Folder	
OPTIONS																									
1) Exit to Previous Screen	\$385.00																								
2) Add a New Line Item to this Document																									
3) Copy this Document to a New One																									
4) Update This Document/Line Item																									
5) Delete This Document/Line Item																									
6) Print This Document																									
7) Notes Management for this Document																									
8) Browse for Signatures on this Document																									
9) Update The Receiving Report for this Document																									
10) Transfer from Pending to Completed Folder																									
Record 1 of 3		Record: 78																							

You are prompted as follows (Figure11-2).

*Mark All Items Received <YES>?*

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

(Notes)		POISE College Requisition Entry	Pending Folder
Requisition #	: 970048	Date Needed	: ASAP
Requisition Date	: 08/28/1997	Delivery Method	: UPS
Request Type	: RR	Vendor Contact	: K. Stanley
Prepay (Y/N)	: N	Vendor Fax#	:
Vendor	: 03100	Requested By	: HLM
Business Products Center		Document Total	\$385.00
GL Acct#	Item Description	Qty Req	Unit
			Amount
1-1111-660	Utility Machine Stand	1.00	EACH
1-1111-660	Econ/Storage Files	30.00	EACH
1-1111-660	Shipping & Handling	1.00	EACH
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 Figure11-3.

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

The screenshot shows a terminal window for POISE College. The top section displays requisition details: Requisition # 970048, Date Needed ASAP, Requisition Date 08/28/1997, Delivery Method UPS, Request Type RR, Vendor Contact K. Stanley, Prepay (Y/N) N, Vendor Fax# blank, Vendor 03100, Requested By HLM, Business Products Center, and Document Total \$385.00. The bottom section shows a table for entering receiving data for line item 01, which is a Utility Machine Stand (Series 5678) with a unit cost of 260.00. The table has columns for Qty, Unit, Unit Cost, Total, and Dates Recvd. The first row shows 1.00 units received on 8/29/1997. The second row shows 1.00 units with no date entered. The third row is blank. The bottom of the screen shows 'Page 1 of 1'.

Qty	Unit	Unit Cost	Total	Dates Recvd
1.00	EACH	260.000	260.00	8/29/1997
1.00				

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.

# 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.

**FIGURE 12-1** Selecting the Transfer Option

POISE College		Pending Folder
Requisition Entry		
(Notes)		
Requisition # : 970048	Date Needed : ASAP	
Requisition Date: 08/28/1997	Delivery Method: UPS	
Request T		
Prepay (Y		
Vendor		
Business		
GL Acct#		Amount
1-1111-660		260.00
1-1111-660		105.00
1-1111-660		20.00
		\$385.00

**OPTIONS**

- 1) Exit to Previous Screen
- 2) Add a New Line Item to this Document
- 3) Copy this Document to a New One
- 4) Update This Document/Line Item
- 5) Delete This Document/Line Item
- 6) Print This Document
- 7) Notes Management for this Document
- 8) Browse for Signatures on this Document
- 9) Update The Receiving Report for this Document
- 10) Transfer from Pending to Completed Folder

Page 1 of 1



**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 (Figure12-2).

*File This Document As Completed <YES>?*

FIGURE 12-2 Transfer Prompt

(Notes)		POISE College Requisition Entry	Pending Folder	
Requisition #	: 970048	Date Needed	: ASAP	
Requisition Date	: 08/28/1997	Delivery Method	: UPS	
Request Type	: RR	Vendor Contact	: K. Stanley	
Prepay (Y/N)	: N	Vendor Fax#	:	
Vendor	: 03100	Requested By	: HLM	
Business Products Center		Document Total		\$385.00
GL Acct#	Item Description	Qty Req	Unit	Amount
1-1111-660	Utility Machine Stand	1.00	EACH	260.00
1-1111-660	Econ/Storage Files	30.00	EACH	105.00
1-1111-660	Shipping & Handling	1.00	EACH	20.00
Page 1 of 1				
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.



# Changing the Current Folder Selection

---

## 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.

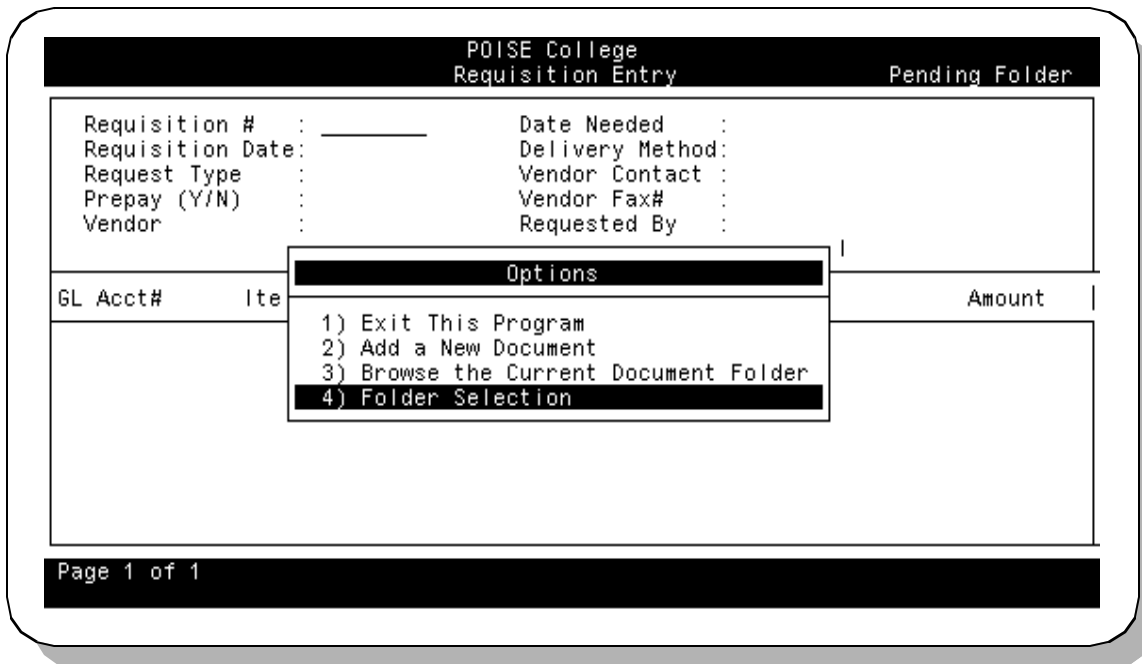
---

## 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.

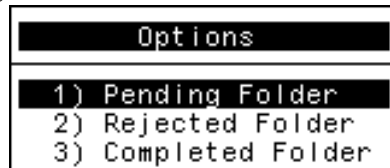
To change the folder selection, press F8 when the cursor is positioned at the “Requisition #” prompt to display the options menu and select “4) Folder Selection” (Figure 13-1); or type /FOLDER and press RETURN.

FIGURE 13-1 Changing the Folder Selection



The screen displays an options menu to allow you to select the appropriate folder. See Figure13-2.

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 Chapter12. 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 Chapter12.

**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.



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APPENDIX A>

## Sample Reports

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## 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

Item#	Description	Qty	Unit	Unit Cost	Ext Cost
01	(1-6330-660 Administrative Data Processing) Utility Machine Stand 31 1/2"W x 19 3/8"D x 26 3/4"H	1.00	EACH	260.000	260.00
02	(1-6330-660 Administrative Data Processing) Econo/Stor Files FEL-00703 Ltr/Lgl 12 x 10 x 15	20.00	EACH	3.400	68.00
03	(1-6330-660 Administrative Data Processing) Desktop Laminator UNV-845337 8 1/2" x 14"	1.00	EACH	180.000	180.00
04	(1-6330-660 Administrative Data Processing) Porcelain Rollers NEW-04258 Medium	1.00	EACH	12.650	12.65
05	(1-6330-660 Administrative Data Processing) Post-Its XXXX-78514 YW	20.00	Units	1.250	25.00
					\$545.65

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## 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
----------	-----------	---------------

=====

I ANDY  
A R\_THOMAS  
P J\_BARKER  
X T\_RUDOLPH

R\_THOMAS 6/15/1997

## 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

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

Requestor : Andy