DPS

DPS is the electronic system we use here at SAU for issuing purchasing requisitions. Once you enter a requisition, it must first be approved by your supervisor, and then by the Purchasing Office, who will then issue a purchase order for the item(s) you requested.

Entering the DPS System:
1. At your Main Menu navigate to the Budget option. Select the Budget option.
2. From the Budget Main Menu, select DPS.
3. This will open up the DPS Main Menu.

Entering a Requisition:

1. To enter a Requisition, choose the REQ option from the DPS Main Menu.
2. A requisition form will appear.
3. Press the F7 function key on your keyboard OR click the Help button in the bottom right of Skylite and select Add a New Document. This will automatically fill in a requisition number for you and the current date.
4. On the **Request Type** field, pressing the function key **F9** or pressing the folder button beside request type will give you a list of choices. *Select the requisition type. Be sure to press enter after each selection.*

5. On the **Technology Purchase** field, you should enter a **Y** for “yes” if this is a computer purchase or **N** for “no” if it is not. If you put a **Y** in this field, then the requisition will go to Mike Argo, Director of Information Technology Services, for approval.

<table>
<thead>
<tr>
<th>Southern Arkansas University</th>
<th>Pending Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requisition #</strong>: 100800</td>
<td><strong>Date Needed</strong>:</td>
</tr>
<tr>
<td><strong>Requisition Date</strong>: 07/02/2013</td>
<td><strong>Delivery Method</strong>:</td>
</tr>
<tr>
<td><strong>Request Type</strong>: r</td>
<td><strong>Vendor Contact</strong>:</td>
</tr>
<tr>
<td><strong>Technology Purchase (Y/N)</strong>: n</td>
<td><strong>Vendor Fax#</strong>:</td>
</tr>
<tr>
<td><strong>Vendor</strong>:</td>
<td><strong>Author Phone#</strong>:</td>
</tr>
<tr>
<td><strong>Requested By</strong>:</td>
<td><strong>Document Total</strong>:</td>
</tr>
</tbody>
</table>

6. On the **Vendor** field, you should enter the **5-digit Vendor ID** number.

7. If you do not know the Vendor ID number, you can type up to five letters of the Vendor’s name and then press **Enter** to get a list of Vendors. If there are more vendors that meet your criteria than are displayed on the screen, you can press the **More** button to see the additional choices. To select a vendor from the list, highlight the name of the Vendor and click **OK**.
9. To enter a Dummy Vendor in the system if the Vendor does not exist, enter 80000 in the Vendor ID field. If you enter a Dummy Vendor, you need to enter the Vendor’s complete information in the notes section of your requisition before you send the requisition!

10. The Date Needed and Delivery Method fields are not required fields. Enter data if you wish but to move through these fields, press the Enter key.

11. The Message field is a required field! Here you should enter your how you want Purchasing to process your PO (if you choose fax by purchasing, you must include a Vender Fax #).

12. The Vendor Contact and Fax # fields are not required, however, you need to enter a vender fax number if you choose message of fax by purchasing. Pressing Enter will move you through these fields.

13. The Requested By field needs to be filled out! Here you should enter the name of the person requesting the order. Pressing Enter after this field will move you to the second portion of your requisition form.
14. On the second portion of your form, you must press the **F7** function key or select Help in the bottom right and choose Add a new line item to this document to enter the actual item information.

15. When you press **F7**, the **Line Number** field will automatically be filled in for you.

16. In the **G.L. Account Number** field, you should enter the **General Ledger Account** number *(do not enter dashes or spaces)* from which you want the cost for the item(s) to be deducted. (Ex. 1064006000)

17. The **Item Description** field is a required field! Please try to describe the requisition item(s) as fully as possible. There are 3 lines available for the Item Description field.

18. In the **Quantity Requested** field, you should enter the amount or number of the requested item needed. For example, if you were buying 3 pounds of paper, you would enter a 3 in this field. If you were ordering 15 cordless phones, you would enter 15 here.

19. In the **Unit of Measure** field, you should enter how the items are measured. For example, for 3 pounds of paper, you would enter 3 in the Quantity Requested Field, and Pound in the Unit of Measure field. For 15 cordless phones, you would enter 15 in the Quantity Requested Field, and Each in the Unit of Measure field.
20. In the **Cost Per Unit** field, enter the cost of each item (*do not enter dollar signs!*). For example, if one pound of paper costs $25, then you would enter 25 in this field. If each cordless phone cost $38.30, you would enter 38.30 in this field.

21. Once you have entered a Cost per Unit, the DPS system will automatically calculate the extended cost and place the amount in the **Total Extended Cost** field.

22. If you entered a Dummy Vendor in the Vendor Id field, you must now go to the notes section and enter the Vendor Information before going to the next step!
23. If you have additional items that you are ordering from the same vendor, you can press the F7 key in the bottom portion of your requisition to add another Line Item. (Follow steps 14-21)

24. Once you have filled in all the information in your requisition, you are ready to store and send it. **TO DO THIS, YOU MUST PRESS THE FUNCTION KEY F10 or press OUT at the bottom right.** If you do not press F10, your requisition will not be received!

Viewing Requisitions:
1. Go to the **REQ** menu from the DPS Main Menu.
2. Press the **F9** function key. This will list all of the requisitions you have entered.
3. Requests with an * beside them mean that they notes attached.

<table>
<thead>
<tr>
<th>Southern Arkansas University Magnolia</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requisition #</strong> :</td>
</tr>
<tr>
<td><strong>Requisition Date</strong> :</td>
</tr>
<tr>
<td><strong>Request Type</strong> :</td>
</tr>
<tr>
<td>(Y/N) :</td>
</tr>
<tr>
<td><strong>Technology Purchase</strong> :</td>
</tr>
<tr>
<td><strong>Vendor</strong> :</td>
</tr>
<tr>
<td><strong>Bid Number</strong> :</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Req. #</th>
<th>Req Date</th>
<th>Vendor Name</th>
<th>Doc. Total</th>
<th>(Note)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100767</td>
<td>07/01/2013</td>
<td>ARE-ON</td>
<td>$18,000.00</td>
<td>*</td>
</tr>
<tr>
<td>100774</td>
<td>07/01/2013</td>
<td>GLOBAL IT TRAINING</td>
<td>$7,190.00</td>
<td>*</td>
</tr>
<tr>
<td>100798</td>
<td>07/02/2013</td>
<td>I-K ELECTRIC</td>
<td>$4,614.75</td>
<td>*</td>
</tr>
</tbody>
</table>

4. To view information on a particular Requisition Form, highlight it in the list and press **Enter**.
5. To return to a blank requisition form, click on the **Out** button.

Editing a Requisition Form:
1. Once a Requisition has been stored and saved, you can still go back and edit it and make changes up until it has been approved! To do this, you must first select it from your list of requisition items by following Steps 1-4 on Viewing Requisitions. (see Viewing Requisitions)
2. Once you are inside the requisition form you want to edit click the **Options** button to view your list of choices.
3. Select the Option **Update This Document/Line Item**. 
4. Click **OK**.
5. If you need to update any of the information in the Header of your requisition form, select **Yes** in the option box to **Update Data in the Header Region**. If you only need to update one of your line items in the bottom portion of your requisition form, select **No**.

![Image of requisition form with options]

6. If you choose not to update the header region, the system will ask you if you would like to **Update Data in the Detail Region**. If you need to update this information, select **Yes**, if not, select **No**.
7. A blinking cursor will appear in the **Request Type** field of the Header Region if you choose to update it or the first line item in the Detail Region if you choose not to update the Header Region. Pressing the **Tab** key on your keyboard will move you between fields. Pressing the **Spacebar** over an entry in a field will clear it out. You can use your **mouse** to move back to fields.
8. When you have made all of the changes needed to your requisition form, you must press **F10** again to store and send the updated information. If you do not, your changes will not be received by purchasing.

Delete a Requisition Form:
1. To Delete a Requisition Form, you must select it from your list of requisitions. (See Steps 1-4 on Viewing Requisitions) **NOTE**: You cannot delete an item once it has been approved!
2. Once you have selected your requisition, click the **Options** button and select the option **Delete This Document/Line Item**.
3. Click **OK**.
4. The system will then ask you to confirm if you want to delete the item. If you are sure you want to delete it, select **Yes**. If you do not want to delete the item, choose **No**.

![Confirm Delete](image)

Print a Requisition Form:
1. To print a Requisition Form, you must select it from your list of requisitions. (Steps 1-4 on Viewing Requisitions)
2. Once you have selected the requisition you want to print, click the **Options** button and select **Print This Document**.
3. Click **OK**.
4. In the Print Selection menu, you should choose the option **Requisition Draft Form**.

![Select Print Selection](image)

20. Click **OK**
Add Notes to a Requisition Form:
1. The DPS system allows you to place notes inside a requisition form. These notes do not print and are only seen by the purchasing department. You can have more than one note in a requisition.
2. From inside the requisition form you want to add the note to, choose the **Options** button and select **Notes Management for this Document**.
3. Click **OK**.
4. Choose the **Options** button again inside the Notes Management window and choose **Add New Note Line**. (Notice you also have options here to **Read** or **Update** your notes)

5. Give your notes a subject and type the notes in the spaces available.
6. When you are done, press **Enter**.
7. To return to the Requisition Form, press the **Options** button and select **Return to Previous Screen**.
8. Click **OK**.
9. Remember to **F10** from inside your requisition form when you add or make changes to store and send.

Check for Requisition Form Approval:
1. To see if a requisition has been approved, you must select it from your list of requisitions. (Steps 1-4 on **Viewing Requisitions**)
2. Click the **Options** button and choose the option **Browse for Signatures on This Document**.
3. The flag field will show you the current status of your requisition by each individual that must view it. The following are the flag options:
NOTES:
• Once someone rejects a document, all approvers above that person are automatically flagged as R.
• If a flag of R or A is shown, there will also be a date shown for the date of the action.

Check if a Requisition Item has been Purchased:
1. For a Requisition Item to be purchased, it must first be assigned a Purchase Order Number. This number can found in the P.O. # Assigned field. If a Purchase Order Number is in this field, then the item has been ordered!
Approving Requisitions:
1. To approve a document, select the **Approve** option from the **DPS** main menu.
2. Press the **F8** key.
3. Choose the option **Scan Available Documents for this User**.
4. A list of documents that you are authorized to approve will appear.
5. Select the document you want to view from the list and press Enter.
6. Press the F8 key again to display your options.

7. Choose the option to either Approve This Document or the option to Reject This Document. (NOTE: You also have the option to add or Review Notes on the Document.)
8. A message line will then appear at the bottom of the screen displaying whether you approved or rejected the item.

Acting as a Proxy for an Approver:
1. You can act as a Proxy for an Approver if you have been given proxy privileges by that approver.
2. To change from your account to a proxy, select the Approve option from the DPS Main Menu. Then, press the F8 key and select the option to Select an Available Proxy.
3. A new screen will appear listing the proxies that are available to you. Choose the appropriate proxy and press Enter. Your screen will now show the name of the user you are approving for in the top left-hand corner.
4. Press F8 again and choose the option to Scan Available Documents for this User.
5. Any pending documents will now show.
6. Select the document you want to view and press Enter.
7. Press the F8 key and choose the option to either Approve This Document or the option to Reject This Document.
8. A message line will then appear at the bottom of the screen displaying whether you approved or rejected the item.
DPS Facts & Questions:

1. Who do I contact if I have questions concerning a purchasing item?

If you have questions regarding an item that you have entered a requisition for, then you must contact Purchasing at ext. 5095.

2. What can I do if I need to enter more detail about a purchasing item than the spaces in the Item Description field allows?

You should enter any additional information in the Notes Section of the Requisition Form.

For Help
If you have any trouble with anything throughout this booklet, please contact the DPS Administrator for assistance.