

## DPAU – Online DPA

Things to know before you begin:

- DPA numbers (Reference Numbers) are assigned and documents saved beginning on page 3. If your session times out, you will not lose data. Be sure to note the Reference Number.
- A \* means the field is required.
- You can tab between fields. You don't need to click with your mouse on each field.
- Don't press Enter – use the buttons.
- When typing amounts: When you type the decimal, the cursor will jump to the cents field.
- To type a credit amount, type a '-' in front of the amount.
- After typing in invoice information you must click 'Add Line' to insert it into the DPA.
- When paying a Vendor, Employee, Student or Individual you may use more than one WIU Account. If there are different fiscal agents for the accounts, you will need to route the DPA for signatures.
- You will need to note and remember DPA numbers for editing or creating new from a previous DPA.
- DPAU is like other WIUP screens, if left idle the session will timeout.
- Graduate Assistants should be considered students for DPA purposes.
- See DPA Checklist for DPA approval and submission instructions.  
[http://www.wiu.edu/business\\_services/forms/Completing%20a%20DPA.pdf](http://www.wiu.edu/business_services/forms/Completing%20a%20DPA.pdf)

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## DPAU – Online DPA Instructions

Menu option DPAU can be found on the web version of WIUP. Go to [wiup.wiu.edu](http://wiup.wiu.edu) and select the WIUP icon. If you agree to the Access Agreement, Select 'Yes, I agree'. Enter your MVS User ID and password and select 'Signon'. In the display box, type `dpau` and press enter.

The screenshot displays the WIUP web interface. At the top, there is a purple header with 'WIUP' on the left and 'Help | SignOff' on the right. Below the header is the Western Illinois University logo and the text 'Western Illinois University Higher Values in Higher Education'. A grey navigation bar contains 'MENU' on the left, 'Direct Pay Authorization - DPAU' in the center, and '08/13/15' and '03:35:43PM' on the right. A purple button labeled 'NEWS: WIUP News' is visible. The main content area is enclosed in a purple border and contains a 'Display:' label with a text input field. Below this, the title 'DIRECT PAY AUTHORIZATION (DPA)' is centered. Three menu options are listed: 'Create New Blank DPA', 'Create New from Previous DPA', and 'Modify/Edit Previous DPA'. At the bottom center of the main area is a small 'Enter' button.

The main menu will appear with 3 options:

**Create New Blank DPA** – This option is for creating a new DPA. The form will be blank.

**Create New from Previous DPA** – creates a DPA from a previously entered DPA. Vendor information will be carried over. You must know the DPA number of the previous DPA being used.

**Modify/Edit Previous DPA** – allows a previously entered DPA to be edited/modified and reprinted. You must know the DPA number of the DPA to be edited.

## Create New Blank DPA

At the main menu, select Create New Blank DPA.

The screenshot shows the Western Illinois University (WIUP) Direct Pay Authorization (DPA) form. The header includes the WIUP logo and the text "Western Illinois University Higher Values in Higher Education". The page title is "Direct Pay Authorization - DPAU". The form contains the following fields and elements:

- Display:** A small empty text input field.
- DIRECT PAY AUTHORIZATION (DPA)**: The main title of the form.
- Who you are paying:** A dropdown menu with a downward arrow and an asterisk (\*).
- Requested by:** A text field containing "CINDY K FELD".
- Contact Phone:** Three text input fields for phone numbers: "( 309 )", "298", and "1811", with an asterisk (\*) after the last field.
- Buttons:** "Enter" and "Main Menu" buttons.
- Footnote:** "\* required field" in red text.
- Page Number:** "Page 1" at the bottom center.

Page 1 will be displayed. Your name and phone number will automatically populate.

Using the drop down box for 'Who you are paying', select the type of payee. Options are: Vendor Company, Individual, Employee, Student or WIU Department.

## Paying a Vendor Company

Selecting Vendor Company will bring up Page 2

Display:

**DIRECT PAY AUTHORIZATION (DPA)**

You have selected VENDOR COMPANY. Please fill in Vendor information.

FEIN:

Name:  \*

Address:  \*

City:  \*

State:  \*

Zip Code:  \* -

Do you have any enclosures to be mailed with this payment?

Comments:

remaining spaces 1000

\* required field

Page 2

FEIN: optional

NAME: Type vendor name (required field)

ADDRESS: Type remit address from invoice (required field)

CITY: Type city from invoice (required field)

STATE: Use drop down box for state from invoice. (required field)

ZIP CODE: Type 5-digit zip code from invoice. If the last four digits are on the invoice, you may type them in as well. (required field)

Enclosures: If this DPA will have an enclosure for any line, select Yes.

Comments: Enter any necessary comments.

Select Enter to go to Page 3.

## Paying a Vendor Company, cont'd

**DIRECT PAY AUTHORIZATION (DPA)**

Enter information for line and select Add Line.

\* Required Line

Reference Number: 22240

Account Number:  \*

Account Subcode:

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper..)  \*

Business purpose:  \*

remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*

mm/dd/yyyy

Invoice Amount:  .  \*

[Add Line](#) [Main Menu](#)

Page 3

**NOTE:** Reference Number (DPA number) is displayed for this DPA. The DPA is saved at this point. You can exit and return to complete at a later time.

**Account Number:** Type WIU account number paying this transaction. (required field)

**Account Subcode:** Type subcode if known. This will be verified and changed, if needed, by Accounts Payable.

**Short Description of Purchase:** Type a short description of items purchased (i.e., pens, paper)

**Business purpose:** Explain what items purchased were used for (i.e., office supplies, classroom supplies, research supplies)

**Invoice number:** Type invoice number from the invoice if available

**Invoice Date:** Type the date on the invoice. You may manually type the date using mm/dd/yyyy or use the calendar tool. If there is no date on the invoice, use today's date. (required field)

**Invoice Amount:** Type amount from this invoice that this WIU account is paying. (When you type the decimal, the cursor will go to the cents field.) (required field)

Click on 'Add Line' to add this invoice to the DPA. You will either see a message 'Line Added Successfully' or an error message will appear. If an error message is displayed, errors will be indicated in red. Make corrections, then select 'Add Line'.

## Paying a Vendor Company, cont'd

You now have the option of entering another line for this DPA. This could be a second invoice for the same vendor, or same invoice with another WIU account paying a portion.

### DIRECT PAY AUTHORIZATION (DPA)

Enter information for another line or select Preview DPA Information to continue.  
LINE ADDED SUCCESSFULLY

\* Required Line

Reference Number: 22240

Account Number:  \*

Account Subcode:

#### Explain what was purchased.

Short Description of purchase (Ex. Pens, Paper..)  \*

Business purpose:  \*

remaining spaces 170

#### Enter invoice details.

Invoice number:

Invoice Date:  \*   
mm/dd/yyyy

Invoice Amount:  .  \*

[Add Line](#) [Preview DPA Information](#) [Main Menu](#)

Page 3

When you are finished entering invoices, select 'Preview DPA Information'.

## Paying a Vendor Company, cont'd

**DIRECT PAY AUTHORIZATION (DPA)**

Review Entered Information  
Make any necessary changes and select Update DPA Information  
If no changes are needed, select Print

\* Required Line  
Reference Number: 22240

Who you are paying: Vendor Company  
Requested by: CINDY K FELD  
Contact Phone: ( (309 ) ) 298 - 1811 \*

FEIN:

Name:  \*

Address:  \*

City:  \*

State:  \*

Zip Code:  -

Do you have any enclosures to be mailed with this payment?

Comments:   
remaining spaces 1000

Please review DPA line items.

[Add Authorized Line](#)

DPA Line Items						
No.	Account	Subcode	Inv. Date	Inv. Number	Item Description	Amount
00	151200		2015-07-02		pens. paper	\$50.00
						Total: \$50.00

[Update DPA Information](#) [Print](#) [Make Items](#)

Page 4

Page 4 provides a print preview of the information you entered. From this screen, you may edit or delete individual lines using the pencil icon or the trash can icon at the end of each detail row. Using the edit icon will take you back to page 3. You may also change vendor address information, then click on 'Update DPA Information'.



## Paying a Vendor Company, cont'd

Edit takes you back to screen 3:

**DIRECT PAY AUTHORIZATION (DPA)**

Enter information for line or select Preview DPA Information to continue.

\* Required Line

Reference Number: 22241

Account Number:  \*

Account Subcode:

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper..)  \*

Business purpose:  \*

remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*   
mm/dd/yyyy

Invoice Amount:  .  \*

Page 3

You may edit any of the fields, then press 'Update DPA Information' to save your changes. You can then enter another line, or press "Preview DPA Information' to continue.

From the Preview DPA screen, select 'Print' to continue.

## DIRECT PAY AUTHORIZATION (DPA)

Print DPA, obtain any necessary signatures, attach supporting documents and send to Business Services, SH220.

Page 5

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Reminder instructions will appear. Select 'Print' and the DPA will appear in a separate window. Using your mouse, hover over the bottom of the form for the print screen to appear.

## Paying an Individual

Selecting Individual will bring up page 2:

The screenshot shows a web form titled "DIRECT PAY AUTHORIZATION (DPA)". At the top left, there is a "Display:" label and a small input field. The main heading is "DIRECT PAY AUTHORIZATION (DPA)". Below this, a message states: "You have selected INDIVIDUAL. Please fill in Individual information." The form contains several input fields: "SSN:" with a text box; "Name:" with a text box and a red asterisk; "Address:" with a text box and a red asterisk; "City:" with a text box and a red asterisk; "State:" with a dropdown menu and a red asterisk; and "Zip Code:" with two text boxes separated by a hyphen, both with red asterisks. Below these fields is a question: "Do you have any enclosures to be mailed with this payment?" with a dropdown menu currently set to "No". A large text area labeled "Comments:" is positioned below the question, with a note "remaining spaces 1000" at its bottom left. At the bottom center, there are two buttons: "Enter" and "Main Menu". A red asterisk and the text "\* required field" are located at the bottom left of the form area. The page number "Page 2" is centered at the bottom.

SSN: Enter individual's SSN if known.

Name: Enter name of individual being paid (required field)

Address: Enter address of individual being paid (required field)

City: Enter city of individual being paid (required field)

State: Using the drop down, find the city of individual being paid (required field)

Zip Code: Enter the zip code of individual being paid (required field)

Enclosures: If this DPA will have an enclosure for any line, select Yes.

Comments: Enter any necessary comments.

Select Enter to go to Page 3

## Paying an Individual, cont'd

**DIRECT PAY AUTHORIZATION (DPA)**

Enter information for line and select Add Line.

\* Required Line

Reference Number: 22243

Account Number:  \*

Account Subcode:

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper..)  \*

Business purpose:  \*

remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*   
mm/dd/yyyy

Invoice Amount:  .  \*

[Add Line](#) [Main Menu](#)

Page 3

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Account Number: Type WIU account number paying this transaction. (required field)

Account Subcode: Type subcode if known. This will be verified and changed, if needed, by Accounts Payable

Short Description of Purchase: Explain services performed (include dates) or items purchased.

Business purpose: Explain the business purpose of the purchase and/or services.

Invoice number: Type invoice number from invoice if available.

Invoice Date: Type the date on the invoice. You may manually type the date using mm/dd/yyyy or use the calendar tool. If there is no date on the invoice, use today's date. (required field)

Invoice Amount: Type amount from this invoice that this WIU account is paying. (When you type the decimal, the cursor will go to the cents field.) (required field)

Click on 'Add Line' to add this invoice to the DPA. You will either see a message 'Line Added Successfully' or an error message will appear. If an error message is displayed, errors will be indicated in red. Make corrections, then select 'Add Line'.

## Paying an Individual, cont'd

You now have the option of entering another line for this DPA. This could be a second invoice for this individual, or the same invoice with another WIU account paying a portion.

**DIRECT PAY AUTHORIZATION (DPA)**

Enter information for another line or select Preview DPA Information to continue.  
LINE ADDED SUCCESSFULLY

\* Required Line

**Reference Number: 22243**

Account Number:  \*

Account Subcode:

**Explain what was purchased.**


Short Description of purchase (Ex. Pens, Paper..)  \*

Business purpose:  \*

remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*   
mm/dd/yyyy

Invoice Amount:  .  \*

[Add Line](#) [Preview DPA Information](#) [Main Menu](#)

When you are finished entering invoices, select 'Preview DPA Information'.

## Paying an Individual, cont'd

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**DIRECT PAY AUTHORIZATION (DPA)**

Review Entered Information  
 Make any necessary changes and select Update DPA Information  
 If no changes are needed, select Print

\* Required Line  
**Reference Number: 22243**

Who you are paying: Individual  
 Requested by: CINDY K FELD  
 Contact Phone: ( 309 ) 288 - 1811 \*  
 SSN:   
 Name: JOHNDOE \*  
 Address: EAST JACKSON ST \*  
 City: MACOMB \*  
 State: ILLINOIS \*  
 Zip Code: 61455 - 6145

Do you have any enclosures to be mailed with this payment?

Comments:   
remaining spaces 1000

**Please review DPA line items.**  
[Add Additional Line](#)

No.	Account	Subcode	Inv. Date	Inv. Number	Item Description	Amount
00	151200		2015-12-08		Reimburse camp fee	\$75.00
Total:						\$75.00

[Update DPA Information](#) [Print](#) [Add More](#)

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Page 4

Page 4 provides a print preview of the information you entered. From this screen, you may edit or delete individual lines using the pencil icon or the trash can icon at the end of each detail row. Using the edit icon will take you back to page 3. Make any changes, then press 'Update DPA Information'. You may then enter another line, or press 'Preview DPA Information' to continue.

## Paying an Individual, cont'd

Edit takes you back to screen 3:

**DIRECT PAY AUTHORIZATION (DPA)**

Enter information for line or select Preview DPA Information to continue.

\* Required Line

**Reference Number:** 22243

Account Number:  \*

Account Subcode:

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper..)  \*

Business purpose:  \*

remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*   
mm/dd/yyyy

Invoice Amount:  .  \*

[Update DPA Information](#) [Preview DPA Information](#) [Main Menu](#)

Page 3

You may edit any of the fields, then press 'Update DPA Information' to save your changes. You can then enter another line, or press "Preview DPA Information" to continue.

From the Preview DPA screen, select 'Print' to continue.

## DIRECT PAY AUTHORIZATION (DPA)

Print DPA, obtain any necessary signatures, attach supporting documents and send to Business Services, SH220.

Page 5

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Reminder instructions will appear. Select 'Print' and the DPA will appear in a separate window. Using your mouse, hover over the bottom of the form for the print screen to appear.

## Paying an Employee

Selecting Employee will bring up Page 2

The screenshot shows a web form titled "DIRECT PAY AUTHORIZATION (DPA)". At the top left, there is a "Display:" label followed by a small input field. The main heading is "DIRECT PAY AUTHORIZATION (DPA)". Below this, a message states: "You have selected EMPLOYEE. Please fill in Employee information." The form contains the following fields and controls:

- "WIU ID:" followed by a text input field with a red asterisk indicating it is a required field.
- "Do you have any enclosures to be mailed with this payment?" followed by a dropdown menu with "No" selected.
- "Comments:" followed by a large text area. Below the text area, it says "remaining spaces 1000".
- At the bottom center, there are two buttons: "Enter" and "Main Menu".
- At the bottom left, there is a red asterisk followed by the text "\* required field".
- At the bottom center, it says "Page 2".

WIU ID: Enter the WIU ID number of the employee being paid.

Enclosures: If this DPA will have an enclosure for any line, select Yes.

Comments: Enter any necessary comments.

Select Enter to go to Page 3.

## Paying an Employee, cont'd

**DIRECT PAY AUTHORIZATION (DPA)**  
Enter information for line and select Add Line.  
\* Required Line  
Reference Number: 22265

You have selected EMPLOYEE. Please fill in Employee information.

WIU ID:  \*

Employee Name: LISA M HINMAN

Address: Sherman Hall - 223

Do you have any enclosures to be mailed with this payment?

Comments:

remaining spaces 1000

Account Number:  \*

Account Subcode:

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper.)

Business purpose:

remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*   
mm/dd/yyyy

Invoice Amount:  .  \*

Page 3

Account Number: Type WIU account number paying this transaction. (required field)

Account Subcode: Type subcode if known. This will be verified and changed, if needed, by Accounts Payable.

Short Description of Purchase: Explain the purchase for which the employee is being reimbursed or paid.

Business purpose: Explain how items are used or purpose of services.

Invoice number: Type invoice number from the invoice if available

Invoice Date: Type the date on the invoice. You may manually type the date using mm/dd/yyyy or use the calendar tool. If there is no date on the invoice, use today's date. (required field)

Invoice Amount: Type amount from this invoice that this WIU account is paying. (When you type the decimal, the cursor will go to the cents field.) (required field)

Click on 'Add Line' to add this invoice to the DPA. You will either see a message 'Line Added Successfully' or an error message will appear. If an error message is displayed, errors will be indicated in red. Make corrections, then select 'Add Line'.



## Paying an Employee, cont'd

You now have the option of entering another line for this DPA. This could be a second invoice for this employee, or the same invoice with another WIU account paying a portion.

**DIRECT PAY AUTHORIZATION (DPA)**  
Enter information for another line or select Preview DPA Information to continue.

\* Required Line  
Reference Number: 22265

You have selected EMPLOYEE. Please fill in Employee information.

WIU ID:  \*

Employee Name: LISA M HINMAN

Address: Sherman Hall - 223

Do you have any enclosures to be mailed with this payment?  ▾

Comments:

remaining spaces 1000

Account Number:  \*

Account Subcode:

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper.)  \*

Business purpose:

remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*   
mm/dd/yyyy

Invoice Amount:  .  \*

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When you are finished entering invoices, select 'Preview DPA Information'.

## Paying an Employee, cont'd

**DIRECT PAY AUTHORIZATION (DPA)**

Review Entered Information  
Make any necessary changes and select Update DPA Information  
If no changes are needed, select Print

\* Required Line  
Reference Number: 22265

Who you are paying: Employee  
Requested by: CINDY K FELD  
Contact Phone: ( 509 ) 298 - 1811 \*

WIU ID: 902058440 \*  
Employee Name: LISA M HINMAN  
Address: Sherman Hall - 223

Do you have any enclosures to be mailed with this payment?  No

Comments:

remaining spaces 1000

Please review DPA line items.  
[Add Additional Line](#)

[Update DPA Information](#) [Print](#) [Main Menu](#)

Page 4

Page 4 provides a print preview of the information you entered. From this screen, you may edit or delete individual lines using the pencil icon or the trash can icon at the end of each detail row. Using the edit icon will take you back to page 3. Make any changes, then press 'Update DPA Information'. You may then enter another line, or press 'Preview DPA Information' to continue.

## Paying an Employee, cont'd

Edit takes you back to screen 3:

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**DIRECT PAY AUTHORIZATION (DPA)**  
Enter information for line or select Preview DPA Information to continue.

**You have selected Employee. Please fill in Employee information.**

WIU ID:  \*

Employee Name: LISA M HINMAN

Address: Sherman Hall - 216B

Do you have any enclosures to be mailed with this payment?

Account Number:  \*

Account Subcode:

**Explain what was purchased.**

Short Discription of purchase (Ex. Pens, Paper..)  \*

Business purpose:  \*

remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*

Invoice Amount:  .  \*

\* required field

Page 3

You may edit any of the fields, then press 'Update DPA Information' to save your changes. You can then enter another line, or press "Preview DPA Information' to continue.

From the Preview DPA screen, select 'Print' to continue.

**DIRECT PAY AUTHORIZATION (DPA)**

Print DPA, obtain any necessary signatures, attach supporting documents and send to Business Services, SH220.

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Page 5

Reminder instructions will appear. Select 'Print' and the DPA will appear in a separate window. Using your mouse, hover over the bottom of the form for the print screen to appear.

## Paying a Student

Selecting Student will bring up Page 2

Display:

**DIRECT PAY AUTHORIZATION (DPA)**

You have selected **STUDENT**. Please fill in Student information.

WIU ID:

Name:  \*

Address:  \*

City:  \*

State:  \*

Zip Code:  \* -

Do you have any enclosures to be mailed with this payment?

Comments:

remaining spaces 1000

\* required field

Page 2

WIU ID: Enter the WIU ID number of the student being paid.

Name: Enter student's name (required field)

Address: Enter student's address (required field)

City: Enter student's city (required field)

State: Using drop down box, choose state for address (required field)

Zip Code: Enter 5-digit zip code for student. If the last four digits are known, you may enter them as well. (required field)

Enclosures: If this DPA will have an enclosure for any line, select Yes.

Comments: Enter any necessary comments.

Select Enter to go to Page 3.

## Paying a Student, cont'd

### DIRECT PAY AUTHORIZATION (DPA)

Enter information for line and select Add Line.

\* Required Line

Reference Number: 22247

Account Number:  \*

Account Subcode:

Explain what was purchased.

Short Description of purchase (Ex. Pens, Paper..)  \*

Business purpose:  \*

remaining spaces 170

Enter invoice details.

Invoice number:

Invoice Date:  \*   
mm/dd/yyyy

Invoice Amount:  .  \*

[Add Line](#) [Main Menu](#)

Page 3

Account Number: Type WIU account number paying this transaction. (required field)

Account Subcode: Type subcode if known. This will be verified and changed, if needed, by Accounts Payable.

Short Description of Purchase: Explain what is being purchased or services performed.

Business purpose: Explain how items are used or the purpose of the services.

Invoice number: Type invoice number from the invoice if available.

Invoice Date: Type the date on the invoice. You may manually type the date using mm/dd/yyyy or use the calendar tool. If there is no date on the invoice, use today's date. (required field)

Invoice Amount: Type amount from this invoice that this WIU account is paying. (When you type the decimal, the cursor will go to the cents field.) (required field)

Click on 'Add Line' to add this invoice to the DPA. You will either see a message 'Line Added Successfully' or an error message will appear. If an error message is displayed, errors will be indicated in red. Make corrections, then select 'Add Line'.

## Paying a Student, cont'd

You now have the option of entering another line for this DPA. This could be a second invoice for this student, or the same invoice with another WIU account paying a portion.

**DIRECT PAY AUTHORIZATION (DPA)**

**Enter information for another line or select Preview DPA Information to continue.**  
**LINE ADDED SUCCESSFULLY**  
**\* Required Line**  
**Reference Number: 22247**

Account Number:  \*

Account Subcode:

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper..)  \*

Business purpose:  \*

remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*

mm/dd/yyyy

Invoice Amount:  .  \*

[Add Line](#) [Preview DPA Information](#) [Main Menu](#)

Page 3

When you are finished entering invoices, select 'Preview DPA Information'.

## Paying a Student, cont'd

**DIRECT PAY AUTHORIZATION (DPA)**

Review Entered Information  
 Make any necessary changes and select Update DPA Information  
 If no changes are needed, select Print

\* Required Line  
**Reference Number: 22247**

Who you are paying: Student/Grad Assistant  
 Requested by: CINDY K FELD  
 Contact Phone: ( (309 ) ) (298 ) - (1811 ) \*

WIU ID:   
 Name:  \*  
 Address:  \*  
 City:  \*  
 State:  \*  
 Zip Code:  -

Do you have any enclosures to be mailed with this payment?

Comments:

remaining spaces 1300

**Please review DPA line items.**

[View Information Log](#)

DPA Line Items						
No.	Account	Subcode	Inv. Date	Inv. Number	Item Description	Amount
00	151200		2015-12-08		reimb/refund	\$350.00
Total:						\$350.00

[Update DPA Information](#) [Print](#) [Make Entry](#)

Page 4

Page 4 provides a print preview of the information you entered. From this screen, you may edit or delete individual lines using the pencil icon or the trash can icon at the end of each detail row. Using the edit icon will take you back to page 3. You may also change the student address information, then click on 'Update DPA Information' on this screen.

## Paying a Student, cont'd

Edit takes you back to screen 3:

**DIRECT PAY AUTHORIZATION (DPA)**

Enter information for line or select Preview DPA Information to continue.

\* Required Line  
Reference Number: 22247

Account Number:  \*

Account Subcode:

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper..)  \*

Business purpose:  \*

remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*

mm/dd/yyyy

Invoice Amount:  .  \*

[Update DPA Information](#) [Preview DPA Information](#) [Main Menu](#)

Page 3

You may edit any of the fields, then press 'Update DPA Information' to save your changes. You can then enter another line, or press "Preview DPA Information' to continue.

From the Preview DPA screen, select 'Print' to continue.

## DIRECT PAY AUTHORIZATION (DPA)

Print DPA, obtain any necessary signatures, attach supporting documents and send to Business Services, SH220.

[Print](#) [Main Menu](#) [Edit Current DPA](#)

Page 5

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Reminder instructions will appear. Select 'Print' and the DPA will appear in a separate window. Using your mouse, hover over the bottom of the form for the print screen to appear.



## Paying a WIU Department

Selecting WIU Department will bring up Page 2.

**DIRECT PAY AUTHORIZATION (DPA)**  
\* Required Line

You have selected WIU DEPARTMENT. Please fill in WIU Department information.

Name of department being paid:  \*

Account Number being paid:

**Enter WIU Account.**

Account Number being paid from:  \*

Account Subcode:

Comments:

remaining spaces 1000

Enter Main Menu

Page 2

Name of Department **being paid**: Enter the name of the WIU department **being paid**. (required field)

Account Number **being paid**: Enter the WIU Account number **being paid** – if known.

Account Number being **paid from**: Enter the WIU Account number **paying from**. (required field)

Account Subcode: Type subcode if known. This will be verified and changed, if needed, by Accounts Payable.

Comments: Enter any necessary comments.

Select Enter to go to Page 3.

## Paying a WIU Department, cont'd

**DIRECT PAY AUTHORIZATION (DPA)**  
Enter information for line and select Add Line.  
**\* Required Line**  
**Reference Number: 22249**

**You have selected WIU DEPARTMENT. Please fill in WIU Department information.**

Name of department being paid:  \*

Account Number being paid:  341800 - TRANSPORTATION SERV

**Enter WIU Account.**

Account Number being paid from:  \* 151200 - ACCOUNTING OFFICE V

Account Subcode:

Comments:   
remaining spaces 1000

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper..)  \*

Business purpose:  \*  
remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*   
mm/dd/yyyy

Invoice Amount:  .  \*

[Add Line](#) [Main Menu](#)

Page 3

Short Description of Purchase: Explain items being purchased or services performed.

Business purpose: Explain how items are used or the purpose of the services.

Invoice number: Type invoice number from the invoice if available.

Invoice Date: Type the date on the invoice. You may manually type the date using mm/dd/yyyy or use the calendar tool. If there is no date on the invoice, use today's date. (required field)

Invoice Amount: Type amount from this invoice that this WIU account is paying. (When you type the decimal, the cursor will go to the cents field.) (required field)

Click on 'Add Line' to add this invoice to the DPA. You will either see a message 'Line Added Successfully' or an error message will appear. If an error message is displayed, errors will be indicated in red. Make corrections, then select 'Add Line'.

## Paying a WIU Department, cont'd

You now have the option of entering another line for this DPA.

**DIRECT PAY AUTHORIZATION (DPA)**  
Enter information for another line or select [Preview DPA Information](#) to continue.  
LINE ADDED SUCCESSFULLY  
\* Required Line  
**Reference Number: 22249**

**You have selected WIU DEPARTMENT. Please fill in WIU Department information.**

Name of department being paid:  \*

Account Number being paid:  341800 - TRANSPORTATION SERV

**Enter WIU Account.**

Account Number being paid from:  \* 151200 - ACCOUNTING OFFICE V

Account Subcode:

Comments:

remaining spaces 1000

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper.)  \*

Business purpose:  \*

remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*

mm/dd/yyyy

Invoice Amount:  .  \*

[Add Line](#) [Preview DPA Information](#) [Main Menu](#)

**Page 3**

When you are finished entering lines, select 'Preview DPA Information'.

**DIRECT PAY AUTHORIZATION (DPA)**

Review Entered Information  
Make any necessary changes and select Update DPA Information  
If no changes are needed, select Print

\* Required Line

Reference Number: 22249

Who you are paying: WIJ Department

Requested by: CINDY K FELD

Contact Phone: (309) 298 - 1811 \*

Name of department being paid: TRANSPORTATION SERVICES - 341800 \*

Account Number being paid: 341800 341800 - TRANSPORTATION SERV

Account Number being paid from: 151200 \* 151200 - ACCOUNTING OFFICE

Account Subcode:



Comments:

remaining spaces 1500

Please review DPA line items.

[Add Additional Line](#)

**DPA Line Items**

No.	Account	Subcode	Inv. Date	Inv. Number	Item Description	Amount	
00	151200		2015-12-08		fuel	\$25.00	 
						Total: \$25.00	

[Update DPA Information](#) [Print](#) [Main Menu](#)

Page 4

Page 4 provides a print preview of the information you entered. From this screen, you may edit or delete the line using the pencil icon or the trash can icon at the end of each detail row. Using the edit icon will take you back to page 3. You may also change the department being paid and name of department or the department paying from, then press 'Update DPA Information'

## Paying a WIU Department, cont'd

Edit takes you back to screen 3:

**DIRECT PAY AUTHORIZATION (DPA)**  
Enter information for line or select Preview DPA Information to continue.  
\* Required Line  
Reference Number: 22249

You have selected WIU Department. Please fill in WIU Department information.

Name of department being paid:  \*

Account Number being paid:  341800 - TRANSPORTATION SERV

**Enter WIU Account.**

Account Number being paid from:  \* 151200 - ACCOUNTING OFFICE

Account Subcode:

Comments:   
remaining spaces 1500

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper.)  \*

Business purpose:   
remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date:  \*   
mm/dd/yyyy

Invoice Amount:  .  \*

[Update DPA Information](#) [Preview DPA Information](#) [Main Menu](#)

Page 3

You may edit any of the fields, then press 'Update DPA Information' to save your changes. You will be taken to the Preview DPA Page 4.

From the Preview DPA screen, select 'Print' to continue.

## DIRECT PAY AUTHORIZATION (DPA)

Print DPA, obtain any necessary signatures, attach supporting documents and send to Business Services, SH220.

[Print](#) [Main Menu](#) [Edit Current DPA](#)

Page 5

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Reminder instructions will appear. Select 'Print' and the DPA will appear in a separate window. Using your mouse, hover over the bottom of the form for the print screen to appear.

## Create New from Previous DPA

The screenshot shows the Western Illinois University Direct Pay Authorization (DPA) system interface. At the top, there is a purple header with 'WIUP Test' on the left and 'Help | SignOut' on the right. Below the header is the Western Illinois University logo and the text 'Western Illinois University Higher Values in Higher Education'. A navigation bar contains 'MENU', the date '5/14/15', the page title 'Direct Pay Authorization - DPAU', and the time '02:19:33PM'. The main content area is titled 'DPAU: Direct Pay Authorization' and contains the following elements:

- A 'Display:' label followed by a small input field.
- The title 'DIRECT PAY AUTHORIZATION (DPA)'.
- A button labeled 'Create New Blank DPA'.
- A button labeled 'Create New from Previous DPA'.
- A button labeled 'Modify/Edit Previous DPA'.
- A label 'Enter the Previous DPA Number:' followed by an input field.
- An 'Enter' button below the input field.

Enter the DPA number from the previous DPA and click on Enter.

The previously used vendor information will come up on Page 2. If this is correct, click on 'Add Invoice'. If it is not the vendor you were expecting, click on 'Main Menu' to return and use a different DPA number.


If you selected 'Add Invoice', Page 3 will come up with the previously used account number displayed. The invoice information will be blank.

Fill in the invoice information and click on 'Add Line' to add it to the DPA. From this point, everything is the same as completing a New Blank DPA. After you 'Add Line' you may enter another line or go to Preview DPA Information – Page 3.

On the Preview page, you may edit again, or continue to print your DPA.

## Modify/Edit Previous DPA

WIUP Test Help | Sign Off

 **Western Illinois University**  
Higher Values in Higher Education

MENU Direct Pay Authorization - DPAU 02:56:50PM

5/14/15 DPAU: Direct Pay Authorization

Display:

**DIRECT PAY AUTHORIZATION (DPA)**

**Create New Blank DPA**

Create New from Previous DPA

Enter the Previous DPA Number:

Enter the DPA number of the DPA to modify/edit and click on Enter.

The Preview DPA Information page will be displayed. On the Preview page, you may edit vendor information on this screen or lines by clicking on the pencil icon at the end of the lines.

When modifying/editing is complete, click on 'Print' from the preview page to print your DPA.