# 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

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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 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 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.



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



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: WALMART *
Address: EAST JACKSON ST *
City: MACOMB *
State: ILLINOIS ▼ *
Zip Code: 61455 - 6145

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

Comments: Please mail the attached information with the check.

remaining spaces 1000

Please review DPA line items.
Add Additional 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  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. 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: [151200] *

Account Subcode: [    ]

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper..) [pens, paper] *

Business purpose: [office supplies] *

remaining spaces 170

**Enter invoice details.**

Invoice number: [    ]

Invoice Date: [07/02/2015] * 🔲
mm/dd/yyyy

Invoice Amount: [50] . [00] *

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

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.

9

**Paying an Individual**

Selecting Individual will bring up page 2:



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

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'.

11

**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

Page 3

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

**Paying an Individual, 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:    22243

Who you are paying:  Individual
Requested by:  CINDY K FELD
Contact Phone:  ( 309 ) 298 - 1811 *
SSN:
Name:  JOHN DOE *
Address:  EAST JACKSON ST *
City:  MACOMB *
State:  ILLINOIS *
Zip Code:  61455 - 6145
Do you have any enclosures to be mailed with this payment?  No ▼

Comments:  Reimburse parent - camp cancelled

remaining spaces 1000

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 | | Reimburse camp fee | $75.00 | | |
| | | | | | | Total: $75.00 | | |

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 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:    151200    *
Account Subcode:

**Explain what was purchased.**

Short Description of purchase    (Ex. Pens, Paper..)    Reimburse camp fee    *

Business purpose:    Reimburse camp fee    *

remaining spaces 170

**Enter invoice details.**

Invoice number:
Invoice Date:    12/08/2015    *
mm/dd/yyyy
Invoice Amount:    75  .  00    *

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

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



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:   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

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 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'.

16

## 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:   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

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 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:   ( 309 ) 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:



**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: 902058440 *

Employee Name: LISA M HINMAN

Address: Sherman Hall - 216B

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

Account Number: 151200 *

Account Subcode:

**Explain what was purchased.**

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

Business purpose: office supplies *

remaining spaces 170

**Enter invoice details.**

Invoice number:

Invoice Date: 05/05/2015 *

Invoice Amount: 11 . 57 *

Update DPA Information  Preview DPA Information  Back  Main Menu

* 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.

Print  Main Menu  Edit Current DPA

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



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:  JANE DOE *
Address:  W JACKSON *
City:  MACOMB *
State:  ILLINOIS *
Zip Code:  61455 -

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

Comments:
remaining spaces 1000

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 | | reimb/refund | $350.00 | | |
| | | | | | | Total: $350.00 | | |

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 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: [151200] \*

Account Subcode: [ ]

**Explain what was purchased.**

Short Description of purchase (Ex. Pens, Paper..) [reimb/refund] \*

Business purpose: [Study Abroad trip cancelled] \*

remaining spaces 170

**Enter invoice details.**

Invoice number: [ ]

Invoice Date: [12/08/2015] \* 📅
mm/dd/yyyy

Invoice Amount: [350] . [00] \*

[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

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: TRANSPORTATION SERVICES - 341800 *

Account Number being paid: 341800     341800 - TRANSPORTATION SERV

**Enter WIU Account.**

Account Number being paid from: 151200 *     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:   TRANSPORTATION SERVICES - 341800   *

Account Number being paid:   341800   341800 - TRANSPORTATION SERV

**Enter WIU Account.**

Account Number being paid from:   151200   *   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: | WIU 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 1000

**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:



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.



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**



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**

# Western Illinois University
### Higher Values in Higher Education

MENU

5/14/15        Direct Pay Authorization - DPAU        02:56:50PI

DPAU: Direct Pay Authorization

Display: [ ]

**DIRECT PAY AUTHORIZATION (DPA)**

**Create New Blank DPA**

**Create New from Previous DPA**

| Modify/Edit Previous DPA |
|---|

**Enter the Previous DPA Number:** [ ]

Enter

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.