

## 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                      n

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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'.

## **Create New Blank DPA**

At the main menu, select Create New Blank DPA.

## **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)

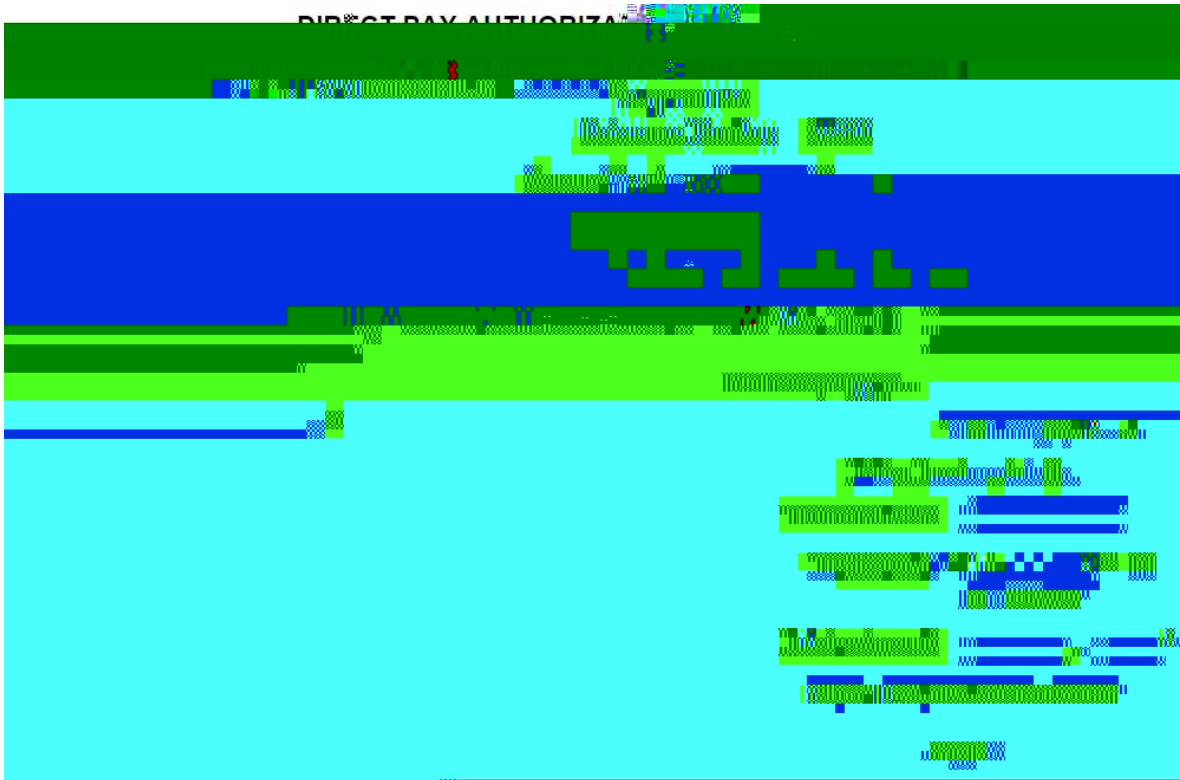
STATE: Use drop down box for state from invoice. (required field)

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)

**Paying a Vendor Company, cont'd**

## 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.



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 click 'Update DPA Information'.

Reference Number: 22240

Who you are paying: Vendor Company  
Requested by: CINDY K FELD  
Contact Phone: (309) 298-1811 \*  
FEIN: \*  
Name: WALMART \*  
Address: EAST JACOBSON CT \*  
City: MACOMB \*  
State: ILLINOIS \*  
Zip Code: 61455 - 61455 \*  
Do you have any enclosures to be mailed with this payment? \*

Please review the information above and click on the 'Update DPA Information' button.

Print

Return

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

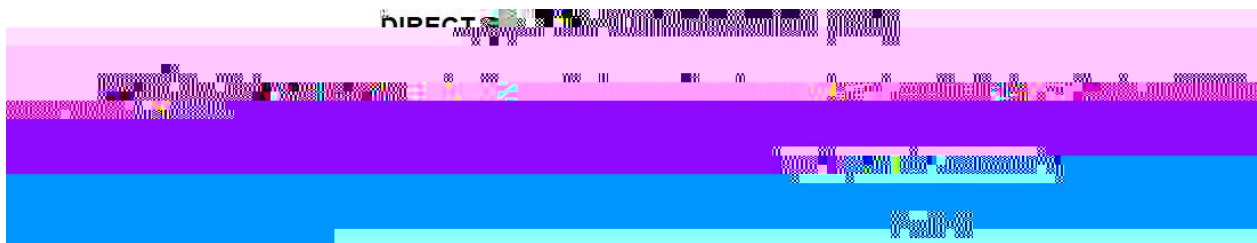
Edit takes you back to screen 3:



The screenshot displays the 'DIRECT PAY AUTHORIZATION' screen. At the top, the title 'DIRECT PAY AUTHORIZATION' is centered. Below the title, there is a large red area containing a table with columns for 'VENDOR', 'INVOICE', 'AMOUNT', and 'DAYS'. The table contains several rows of data, with the first row being the most prominent. Below the table, there are two input fields: 'Invoice Date: 07/02/2015 \*' and 'Invoice Amount: 50.00 \*'. At the bottom of the screen, there are three buttons: 'Update DPA Information', 'Preview DPA Information', and 'Main Menu'. The text 'Page 3' is visible at the bottom center.

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.




The screenshot displays the 'Preview DPA' screen. At the top, the title 'DIRECT PAY AUTHORIZATION' is centered. Below the title, there is a large blue area containing a table with columns for 'VENDOR', 'INVOICE', 'AMOUNT', and 'DAYS'. The table contains several rows of data, with the first row being the most prominent. Below the table, there are two input fields: 'Invoice Date: 07/02/2015 \*' and 'Invoice Amount: 50.00 \*'. At the bottom of the screen, there are three buttons: 'Update DPA Information', 'Preview DPA Information', and 'Main Menu'. The text 'Page 3' is visible at the bottom center.

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, cont'd



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

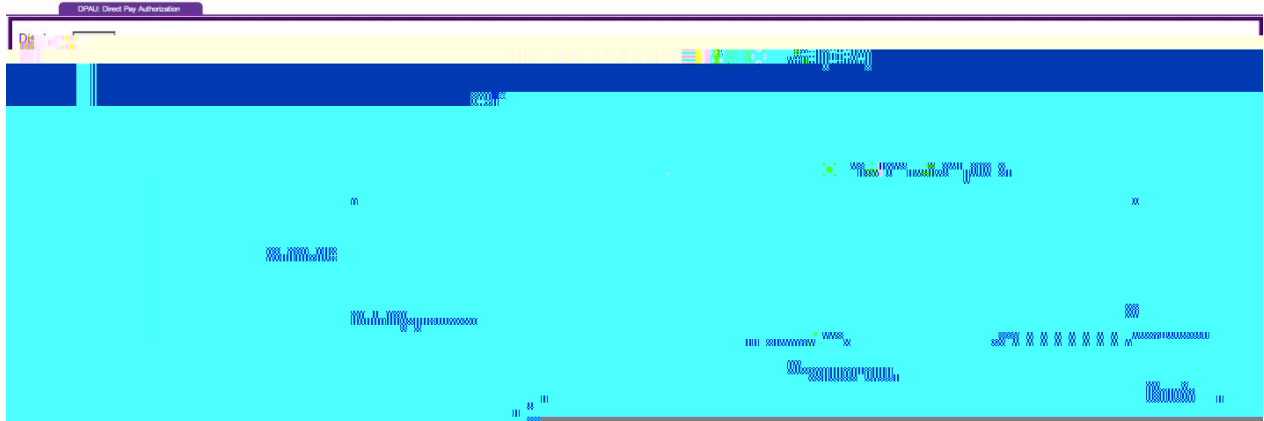
## Paying an Individual, cont'd

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,



## 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**

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.



## 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.

The screenshot shows a web form titled "DIRECT PAY AUTHORIZATION (DPA)". At the top, it says "Enter information for another line" and "Required Line" with a "Reference Number: 22265". Below that, it states "You have selected EMPLOYEE. Please fill in Employee Information." The form includes fields for "WIU ID:" (502038440) and "Employee Name:" (LISA M HINMAN). There are also fields for "Account Number" and "Account Subcode". A "Business purpose:" field is present with a "remaining spaces" indicator. At the bottom right, there is a section titled "Enter invoice details." which includes fields for "Invoice number:", "Invoice Date:" (with a calendar icon), and "Invoice Amount:".

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

## **Paying an Employee, cont'd**

Page 4 provides a print preview of the information you entered. From this screen, you



## **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)

## Paying a Student, cont'd

The screenshot shows a 'DIRECT PAY' form with the following fields and labels:

- Account Number:** A text input field with a required field indicator (red asterisk).
- Account Subcode:** A text input field with a required field indicator (red asterisk).
- Short Description of Purchase:** A text area with a required field indicator (red asterisk).
- Business purpose:** A text area with a required field indicator (red asterisk).
- Invoice number:** A text input field with a required field indicator (red asterisk).
- Invoice Date:** A date picker field with a required field indicator (red asterisk).
- Invoice Amount:** A text input field with a required field indicator (red asterisk).

At the bottom of the form, there is a button labeled 'Add Line'.

**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)**

STUDENT INFORMATION

STUDENT ID: [text]  
STUDENT NAME: [text]  
STUDENT ADDRESS: [text]  
CITY: [text] STATE: [text] ZIP: [text]

ACCOUNT INFORMATION

ACCOUNT NUMBER: [text]  
ACCOUNT TYPE: [text]  
ACCOUNT BALANCE: [text]

PAYMENT INFORMATION

PAYMENT METHOD: [text]  
PAYMENT DATE: [text]  
PAYMENT AMOUNT: [text]

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

## Paying a Student, cont'd

## Paying a Student, cont'd

Edit takes you back to screen 3:

The screenshot shows a form titled "DIRECT PAY AND AUTHORIZATION (DPA)". At the top, it says "Enter information for line or select Preview DPA Information" followed by a "continue" button. Below this, there are several fields: "Reference Number" with the value "32247", "Account Number" with the value "171200", and "Expiry date" with the value "05/24". There are also some small icons and a "Print" button visible on the right side of the form.

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.

The screenshot shows a preview of the DPA form. It features a header with the title "DIRECT PAY AND AUTHORIZATION (DPA)" and a large area containing the form's content. At the bottom right, there is a "Print" button. The background of the preview area is a light blue color.

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, cont'd**

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

## **Paying a WIU Department, cont'd**

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

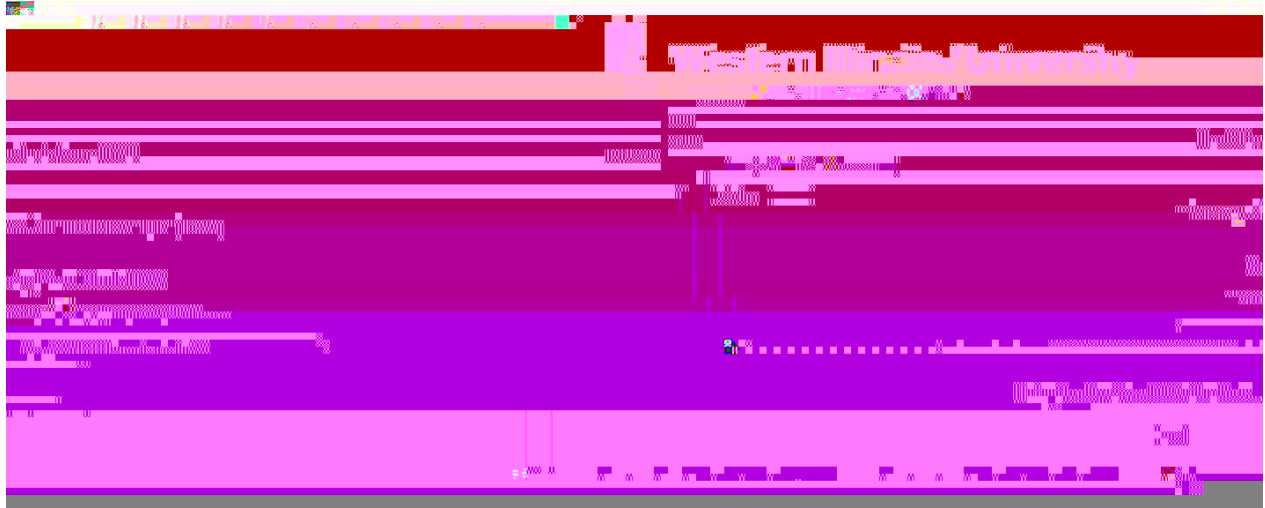


Page 4 provides a print preview of the information you entered. From this screen, you may edit or delete the line using the pencil icon or the trash can icon at the end of each detail row. Using the edit icon will take you back to page 3. You may also change the department being paid and name of department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

**Paying a WIU Department, cont'd**



## Modify/Edit Previous DPA



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.