

DPS BUDGET TRANSFER

TEXT ORIENTED. USE ARROW AND ENTER KEYS – NO MOUSE

1. Click on Putty Telnet-Chuck to open Poise
2. Type username and password.
3. At “\$” sign, type DPS and press enter.
4. Arrow to “REQ” and press enter.
5. When REQ entry screen comes up, press F7. The requisition number and date are automatically entered for you.
6. Request type: Type “BR”.
7. Vendor: type 77777
8. Leave blank: vendor contact, vendor fax. Press enter each time.
9. Enter date needed: example: 031006 (March 10, 2006). Press enter
10. Leave message field blank.
11. Enter requested by, ship to name and building.
12. Press Control/L for address code. (Main Campus & Centers have Different codes.)
13. Via – leave blank, press enter
14. **Press “F7” to add your budget transfer information. Press enter.**
15. Enter G.L. account number information. Do not put dashes or spaces in your account number. You can press F9 to get a list of all the accounts available to you or enter the account number if you know it.
16. Description of request: example “debit this account” or “credit this account” Press Enter
17. Revision amount: enter the amount you wish to transfer. Enter a (-) negative sign in front of the amount you are transferring money from. Press enter.
MUST BE IN WHOLE DOLLARS.
18. Press “F7” again to enter a positive dollar amount in the account you are transferring to.
MUST BE IN WHOLE DOLLARS.
19. To exit, press “F10”. At the \$ sign type lo (log out).

Budget transfer requests equal out to a zero amount. EX: 1010-0401-XXXX positive \$20.00 AND 1010-0401-XXXX -\$20.00 negative. The two together equal zero.

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