

DPS TRAVEL ADVANCE

TEXT ORIENTED. USE ARROW AND ENTER KEYS – NO MOUSE

1. click on Putty Telnet-chuck to access 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.
6. Type “TR” for travel advance.
7. Vendor number: Type first 3 letters of your last name, scroll down to your name, press enter (names are not alphabetical by first name) or type 88888, press enter. If your name is not in the vendor list, call the business office to be set up.
8. Leave vendor contact and fax blank, press enter each time.
9. Date: enter a Friday date before you need the travel advance.
Please have your requests in by Tuesday of each week. Ex: If you need a travel advance on Wednesday, April 10; your request should be made by Tuesday, April 2, 2006 with date needed as Friday, April 5. Date needs 6 digits. 041006
10. Message – leave blank, press enter.
11. Requested by: name of person making request, press enter.
12. Ship to: name of person who needs travel advance, press enter.
13. Bldg: type name of building, press enter.
14. Ship to address: enter CTRL-L for options.
15. Via: leave blank, press enter.
16. Press F7 to add travel information, press enter.
17. Account number enters automatically, press enter.
18. Type purpose of meeting, press enter.
19. Destination: enter destination information, press enter.
20. Date Depart: enter date (6 digits), press enter
21. Date Return: enter date (6 digits), press enter
22. Total Amount: enter amount, press enter.
23. Enter F10 to exit. At the \$ sign type LO (log out).

Business Office (712) 749-2212