

# **e Purchasing**

## **DCS User Guide**

Spring 2003

Updated 7/2008



# TRANSFER REQ TO DCS PYMT

Purchasing - Financial Management Information System | University of Hawai'i - Microsoft Internet Explorer

Address: http://its02.its.hawaii.edu:9083/fmis/login.do

*training site* University of Hawai'i financial management information system

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**PURCHASING MAIN MENU**

- Create new purchase requisition.**  
Create a new purchase requisition by entering order specifications, e.g., vendor name/address, delivery deadlines, item lines, etc.
- Pending Requisitions From SuperQUOTE**  
Create a requisition based on a SuperQUOTE bid.
- Work with existing purchase requisitions.**  
Modify existing requisitions, print requisition forms (FMIS-30) or transfer a requisition to a purchase order.
- Work with existing purchase orders.**  
Modify existing purchase orders or print purchase order forms (FMIS-31).
- Process change orders.**  
Create a purchase order change form (FMIS-32).
- Inquire on existing purchase orders.**  
Search and view existing purchase orders and link to related requisitions.
- List document history.**  
List history related to a document including all change orders and payments.
- List purchase orders. (future)**  
List purchase orders based on selection criteria.

Select "Work with existing purchase requisition". Enter requisition number for "Submitted" or "Approved" requisition and hit **ENTER** or click on **SEARCH**.

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Address: http://its02.its.hawaii.edu:9083/fmis/modReqInit.do

R802381	02-18-2003	Test Training	OCEANIC CABLE	\$ 53.12	FUJII, DONALD	IN PROCESS
R802380	02-18-2003	Test Training	OCEANIC CABLE	\$ 53.12	FUJII, DONALD	IN PROCESS
R802379	02-18-2003	Test Training	OCEANIC CABLE	\$ 53.12	FUJII, DONALD	IN PROCESS
R802378	02-18-2003	Test Training	OCEANIC CABLE	\$ 53.12	FUJII, DONALD	IN PROCESS
R802377	02-18-2003	Test Training	OCEANIC CABLE	\$ 53.12	FUJII, DONALD	IN PROCESS

<< No Previous Matches      Next Matches >>

GOTO PAGE [ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ]

**SEARCH FOR PURCHASE REQUISITIONS**

Requisition No.:

Vendor Name:

Status:

Records Per Screen:

**HOW TO DO A PURCHASE REQUISITIONS SEARCH**

- Please note that search criteria requisition number is a unique number for all documents. No other search criteria should be used if requisition number is known.
- When using the Vendor Name filter, enter the vendor name as it appears on the document.
- Search will return 10 matches by default.

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Address: http://its02.its.hawaii.edu:9083/fmis/modReqSelReq.do

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<< SEARCH FOR OTHER REQUISITION << RETURN TO MAIN OPTION

**PURCHASING APPLICATION OPTIONS - WORKING WITH EXISTING REQUISITION FORM STEP 2 - REVIEWING PURCHASE REQUISITION**

**UNIVERSITY OF HAWAII REQUISITION (FMIS-30)**  
 Requisition # R801755 01-10-2003 **SUBMITTED** FO CODE: 00067 CAMPUS: MA

DELIVER TO:  
 Department: University of Hawaii FEDERAL FUNDS APPLY: No PURCHASE ORDER #:  
 Address: Athletic Department REQUISITIONER: Paula Asato PHONE NUMBER: 808-956-6505  
 1337 Lower Campus Rd PURCHASING OFFICER: Marilyn Moniz-Kahooohanohano PHONE NUMBER: 808-956-4325  
 City: Honolulu State: HI DELIVER ON/BEFORE: VENDOR TERMS:  
 Zip Code: 96822 Country: DELIVER PREPAID VIA: Best Way  
 VENDOR: QUOTE DATE/REFERENCE: PRICE LIST: No  
 Code: V0000054510 OTHER VENDORS CONTACTED AND THEIR QUOTATIONS (8 line maximum)  
 Name: CQ COMMUNICATIONS INC  
 Address: 1111 DILLINGHAM BLVD STE E7

Done Internet 4:12 PM

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Address: http://its02.its.hawaii.edu:9083/fmis/modReqSelReq.do

199 1255 WAIUA PL STE 1  
 City: HONOLULU State: HI  
 Zip Code: 96817 Country:

**ITEMS**

ITEM NO.	QTY	UNIT	DESCRIPTION	SUBCODE	UNIT PRICE	EXTENSION
1	6	ea	Stubby antenna, Kenwood tk360	3408	14.00	84.00
<b>SUBTOTAL</b>						<b>84.00</b>

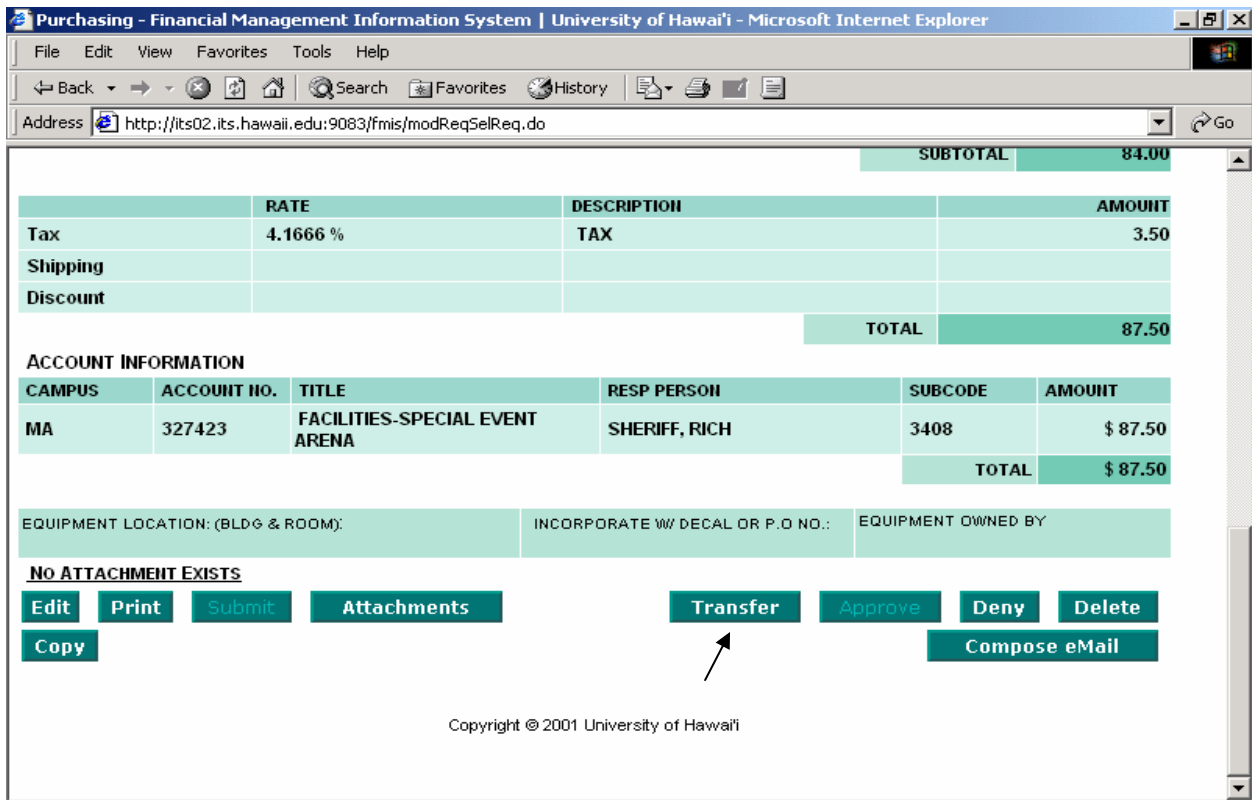
	RATE	DESCRIPTION	AMOUNT
Tax	4.1666 %	TAX	3.50
Shipping			
Discount			
<b>TOTAL</b>			<b>87.50</b>

**ACCOUNT INFORMATION**

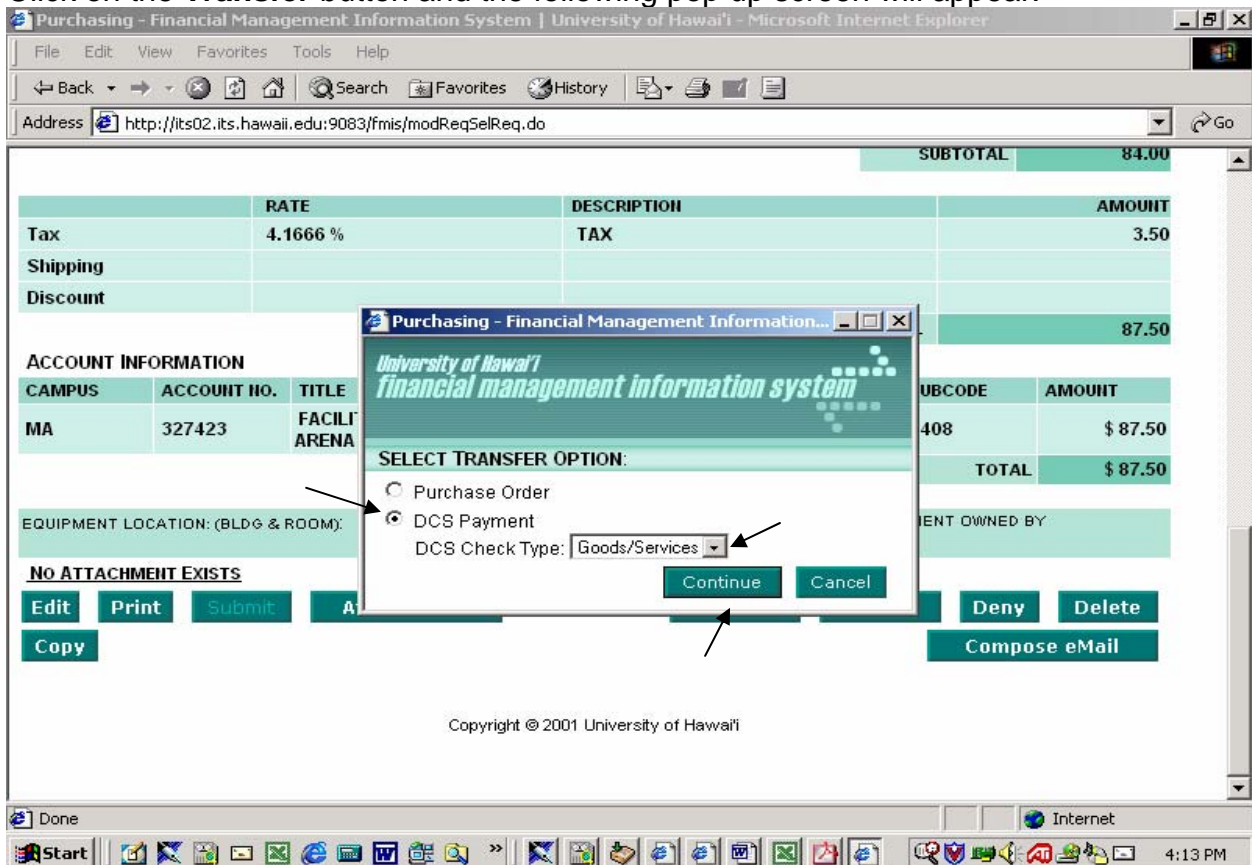
CAMPUS	ACCOUNT NO.	TITLE	RESP PERSON	SUBCODE	AMOUNT
MA	327423	FACILITIES-SPECIAL EVENT ARENA	SHERIFF, RICH	3408	\$ 87.50
<b>TOTAL</b>					<b>\$ 87.50</b>

EQUIPMENT LOCATION: (BLDG & ROOM): INCORPORATE W/ DECAL OR P.O NO.: EQUIPMENT OWNED BY:

Done Internet 4:13 PM



Click on the **Transfer** button and the following pop up screen will appear.



Click on "DCS Payment". Click on DCS Check Type options (arrow) and select check type. Click on **Continue** button.

This will take you straight into "Process Payment ". By selecting DCS Payment, an "In Process" payment has been created and a payment number assigned.

**PURCHASING APPLICATION OPTIONS - PROCESS PAYMENT**      << RETURN TO MAIN OPTION  
**ENTER PAYMENT INFORMATION**

**UNIVERSITY OF HAWAII PAYMENT**  
Requisition # **R801755**      FO Code: **00067**

ORDER VENDOR: **V0000054510**      Payment #: **1569**      PAYMENT STATUS: **IN PROCESS**

Name: **CQ COMMUNICATIONS INC**      Invoice Number:

Address: **1111 DILLINGHAM BLVD STE E7**      Invoice Date:

City: **HONOLULU**      State: **HI**      Invoice Total:       Discount Amount:       Discount Type: %

Zip Code: **96817**      Country:      CHECK OPTION:  UHGA

FMIS Vendor Code:       Manual Check No:       Rank:

Continue to enter your invoice information like any other payment.

**PURCHASING APPLICATION OPTIONS - PROCESS PAYMENT**      << RETURN TO MAIN OPTION  
**ENTER PAYMENT INFORMATION**

**UNIVERSITY OF HAWAII PAYMENT**  
Requisition # **R801755**      FO Code: **00067**

ORDER VENDOR: **V0000054510**      Payment #: **1569**      PAYMENT STATUS: **IN PROCESS**

Name: **CQ COMMUNICATIONS INC**      Invoice Number:       CREDIT MEMO:       ENC CM:

Address: **1111 DILLINGHAM BLVD STE E7**      Invoice Date:

City: **HONOLULU**      State: **HI**      Invoice Total:       Discount Amount:       Discount Type: %

Zip Code: **96817**      Country:      CHECK OPTION:  UHGA

FMIS Vendor Code:       Manual Check No:       Rank:

The FMIS Vendor Code field may be used to enter P vendor codes that were created in FMIS DCS Vendor Maintenance, Screen 462, and have not yet been copied overnight to ePurchasing. Use of this field instructs the system to bring in the vendor name and address from the FMIS Vendor Tables. This supports the DCS goal to expedite payment.

DCS payments must be made with either V or P vendors. By clicking on Select Remit Vendor, a search of FMIS vendors copied into ePurchasing can be made. See Payment User Guide for more information.

Once the DCS Payment option has been selected from the Transfer pop up screen a change **cannot** be made to select UHGA instead. If a change is needed the payment must be "Deleted" and a new requisition copied or created.

If typing a manual DCS check outside the system, enter the Manual Check No.

The bank and DCS Check Type will default from the Transfer Screen.

The DCS Check Type may be changed prior to Submitting Payment.

Zip Code: 96817 Country: [ ] CHECK OPTION:  UHGA  DCS Manual Check No: [ ] Bank: 00352

FMIS Vendor Code: [ ] **Select Remit Vendor**

REMIT VENDOR: V0000054510

Name: CQ COMMUNICATIONS INC DCS Check Type: Goods/Services

Address: 1111 DILLINGHAM BLVD STE E7

City: HONOLULU State: HI

Zip Code: 96817 Country: [ ]

1099/1042 C WH Ind: X

COMPLETED TAX FORM ATTACHED (WH-1, W-9)

ITEM NO.	QTY	UNIT	DESCRIPTION	SUBCODE	UNIT PRICE	EXTENSION
1	6	ea	Stubby antenna, Kenwood tk360	3408	\$ 14.00	\$ 84.00
SUBTOTAL						\$ 84.00

	RATE	DESCRIPTION	AMOUNT
Tax	4.1666 %	TAX	\$ 3.50
Shipping			

Enter Payment Amount in the ACCOUNT INFORMATION section. Select "P" or "F" to indicate Partial or Final Payment.

Click on the Submit Payment button and the following message should appear.

# PROCESS DCS PAYMENT AGAINST A PURCHASE ORDER

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Address: http://its02.its.hawaii.edu:9083/fmis/jsp/purchasing.jsp

### PURCHASING MAIN MENU

<ul style="list-style-type: none"> <li><b>Create new purchase requisition.</b> Create a new purchase requisition by entering order specifications, e.g., vendor name/address, delivery deadlines, item lines, etc.</li> </ul>	<ul style="list-style-type: none"> <li><b>Inquire on existing purchase orders.</b> Search and view existing purchase orders and link to related requisitions.</li> </ul>
<ul style="list-style-type: none"> <li><b>Pending Requisitions From SuperQUOTE</b> Create a requisition based on a SuperQUOTE bid.</li> </ul>	<ul style="list-style-type: none"> <li><b>List document history.</b> List history related to a document including all change orders and payments.</li> </ul>
<ul style="list-style-type: none"> <li><b>Work with existing purchase requisitions.</b> Modify existing requisitions, print requisition forms (FMIS-30) or transfer a requisition to a purchase order.</li> </ul>	<ul style="list-style-type: none"> <li><b>List purchase orders. (future)</b> List purchase orders based on selection criteria.</li> </ul>
<ul style="list-style-type: none"> <li><b>Work with existing purchase orders.</b> Modify existing purchase orders or print purchase order forms (FMIS-31).</li> </ul>	
<ul style="list-style-type: none"> <li><b>Process change orders.</b> Create a purchase order change form (FMIS-32).</li> </ul>	
<ul style="list-style-type: none"> <li><b>Process payments.</b> Enter payment information on purchasing documents.</li> </ul>	<ul style="list-style-type: none"> <li><b>Payment Attachments</b> Retrieve payment attachments for completion and printing.</li> </ul>
<ul style="list-style-type: none"> <li><b>Release payments.</b> Review and release payments to FMIS.</li> </ul>	<ul style="list-style-type: none"> <li><b>Vendor Search</b> Search FMIS vendor database.</li> </ul>
<ul style="list-style-type: none"> <li><b>Release DCS payments.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Maintain Users</b></li> </ul>

Internet 6:01 PM

Click on Process payments. Enter PO # and hit **ENTER** or click on **Search**.

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Address: http://its02.its.hawaii.edu:9083/fmis/procPayInit.do

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<< RETURN TO MAIN OPTION  
STEP 1 - SELECT PAYMENT

### PURCHASING APPLICATION OPTIONS - PROCESS PAYMENTS

SEARCH FOR PURCHASE ORDER/PAYMENT	HOW TO DO A PURCHASE ORDER/PAYMENT SEARCH
Document No.: <input type="text" value="P801347"/>	<ul style="list-style-type: none"> <li>Please note that search criteria purchase order number and search criteria payment number are unique numbers for all documents. No other search criteria should be used if purchase order number or payment number is known.</li> <li>When using the Vendor Name filter, enter the vendor name as it appears on the document.</li> <li>Search will return 10 matches by default.</li> </ul>
Vendor Name: <input type="text"/>	
Invoice No.: <input type="text"/>	
Payment No.: <input type="text"/>	
Search Other Payments?: <input type="text" value="All Status"/>	
Records Per Screen: <input type="text" value="10 records"/>	
<input type="button" value="Search"/>	

RECENT PURCHASE ORDER /PAYMENT DOCUMENTS

6 recent purchase order(s)/payment(s) found [Displaying 1 to 6]

PO No. ▲	INVOICE NO.	DATE	REQUISITIONER	ORDER VEIHOR	AMOUNT	F.O.	STATUS OF PAYMENT
javascript:sortWith("name")							

Internet 6:02 PM

Note: This will take you into a New Payment , no payment number is assigned.

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<< SEARCH FOR OTHER PAYMENT << RETURN TO MAIN OPTION

**PURCHASING APPLICATION OPTIONS - PROCESS PAYMENT** **STEP 2 - ENTER PAYMENT INFORMATION**

**UNIVERSITY OF HAWAII PAYMENT**  
Purchase Order # **P801347** 01-10-2003 FO Code: **00067**

ORDER VENDOR: **V0000054510** Payment #:  **PAYMENT STATUS: NEW PAYMENT**

Name: **CQ COMMUNICATIONS INC** Invoice Number:  CREDIT MEMO:  ENC CM:

Address: **1111 DILLINGHAM BLVD STE E7** Invoice Date:

Description/Customer/Account:

Invoice Total:  **0.00**

City: **HONOLULU** State: **HI** Discount Amount:  **0.00** Discount Type:  **\$**

Zip Code: **96817** Country:  CHECK OPTION:

FMIS Vendor Code:   UHGA

Manual Check Mark:  Bank:

Enter your invoice information like any other payment.

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<< SEARCH FOR OTHER PAYMENT << RETURN TO MAIN OPTION

**PURCHASING APPLICATION OPTIONS - PROCESS PAYMENT** **STEP 2 - ENTER PAYMENT INFORMATION**

**UNIVERSITY OF HAWAII PAYMENT**  
Purchase Order # **P801347** 01-10-2003 FO Code: **00067**

ORDER VENDOR: **V0000054510** Payment #:  **PAYMENT STATUS: NEW PAYMENT**

Name: **CQ COMMUNICATIONS INC** Invoice Number:  **P801347a** CREDIT MEMO:  ENC CM:

Address: **1111 DILLINGHAM BLVD STE E7** Invoice Date:  **12/03/02**

Description/Customer/Account:  **C4598**

Invoice Total:  **87.50**

City: **HONOLULU** State: **HI** Discount Amount:  **2.00** Discount Type:  **%**

Zip Code: **96817** Country:  CHECK OPTION:

FMIS Vendor Code:   UHGA

Manual Check Mark:  Bank:

The FMIS Vendor Code field may be used to enter P vendor codes that were created in FMIS DCS Vendor Maintenance, Screen 462, and have not yet been copied overnight to ePurchasing. Use of this field instructs the system to bring in the vendor name and address from the FMIS Vendor Tables. This supports the DCS goal to expedite payment.

DCS payments must be made with either V or P vendors. By clicking on Select Remit Vendor, a search of FMIS vendors copied into ePurchasing can be made. See Payment User Guide for more information.

In the CHECK OPTION FIELD, click on DCS.

If typing a manual DCS check outside the system, enter the Manual Check No.

Enter the Bank number and select the DCS Check Type.

Zip Code: **96817** Country: CHECK OPTION: UHGA  DCS  Manual Check No: Bank: **00352**

FMIS Vendor Code:  **Select Remit Vendor**

REMIT VENDOR: **V0000054510**

Name: **CQ COMMUNICATIONS INC** DCS Check Type: **Goods/Services**

Address: **1111 DILLINGHAM BLVD STE E7**

City: **HONOLULU** State: **HI**  COMPLETED TAX FORM ATTACHED (WH-1, W-9)

Zip Code: **96817** Country: **HI**

1099/1042: **C** WH Ind: **X**

ITEM NO.	QTY	UNIT	DESCRIPTION	SUBCODE	UNIT PRICE	EXTENSION	Price List
1	6	ea	Stubby antenna, Kenwood tk360	3408	\$ 14.00	\$ 84.00	No
						<b>SUBTOTAL</b>	<b>\$ 84.00</b>

Tax	RATE	DESCRIPTION	AMOUNT
	4.1666 %	TAX	\$ 3.50

Enter Payment Amount in the ACCOUNT INFORMATION section. Select "P" or "F" to indicate Partial or Final Payment.

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Address: http://its02.its.hawaii.edu:9083/fmis/modPaySrch.do

		RATE	DESCRIPTION	AMOUNT
Tax		4.1666 %	TAX	\$ 3.50
Shipping				
Discount				
ITEM(S) TOTAL				\$ 87.50

**ACCOUNT INFORMATION**

CAMPUS	ACCOUNT IIO.	TITLE	RESP PERSON	SUBCODE	AMOUNT	FMIS BALANCE	PAYMENT	P/F
MA	327423	FACILITIES-SPECIAL EVENT ARENA	SHERIFF, RICH	3408	\$ 87.50	\$ 87.50	87.50	P

TOTAL \$ 87.50

Buttons: Add Payment, Delete, Save, **Submit Payment**, Submit Credit Memo, Attachments

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Click on the Submit Payment button and the following message should appear.

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Address: http://its02.its.hawaii.edu:9083/fmis/modPayProc.do

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<< SEARCH FOR OTHER PAYMENT      << RETURN TO MAIN OPTION

**ACTION COMPLETED:**

This payment submitted successfully.

**PURCHASING APPLICATION OPTIONS - PROCESS PAYMENT      STEP 3 - REVIEW PAYMENT INFORMATION**

**UNIVERSITY OF HAWAII PAYMENT**  
Purchase Order # P801347    01-10-2003    FO Code: 00067

ORDER VENDOR: V0000054510	Payment #: 1572	PAYMENT STATUS: SUBMITTED
Name: CQ COMMUNICATIONS INC	Invoice Number: P801347a	CREDIT MEMO: No    ENC CM: No
Address: 1111 DILLINGHAM BLVD STE E7	Invoice Date: 12-03-2002	Description/Customer/Account: C4598
	Invoice Total: 87.50	
City: HONOLULU    State: HI	Discount Amount: 2.00	Discount Type: Percentage
Zip Code: 96817    Country:	CHECK OPTION: Trans/Check Date: 01-10-2003	
REMIT VENDOR: V0000054510	DCS	Manual Check No:    Bank: 00352

# RELEASE DCS PAYMENT

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Address: <http://its02.its.hawaii.edu:9083/fmis/jsp/purchasing.jsp>

- Create a requisition based on a SuperQUOTE bid.
- List history related to a document including all change orders and payments.
- Work with existing purchase requisitions.**  
Modify existing requisitions, print requisition forms (FMIS-30) or transfer a requisition to a purchase order.
- List purchase orders. (future)**  
List purchase orders based on selection criteria.
- Work with existing purchase orders.**  
Modify existing purchase orders or print purchase order forms (FMIS-31).
- Process change orders.**  
Create a purchase order change form (FMIS-32).
- Process payments.**  
Enter payment information on purchasing documents.
- Payment Attachments**  
Retrieve payment attachments for completion and printing.
- Release payments.**  
Review and release payments to FMIS.
- Vendor Search**  
Search FMIS vendor database.
- Release DCS payments.** ←  
Review and release DCS payments.
- Maintain Users**  
Add, update or delete ePurchasing users.

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Click on Release DCS payments.

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Address: <http://its02.its.hawaii.edu:9083/fmis/relDcsPaySrch.do>

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<< RETURN TO MAIN OPTION

**PURCHASING APPLICATION OPTIONS - RELEASE DCS PAYMENT**

SEARCH FOR DCS PAYMENT(S)

Document No.:  Invoice No.:  Records Per Screen:

Search found no payment matching your query  
Please check your search criteria and try again

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Enter document number and hit **ENTER** or click on **Get DCS Payment(s)**.

This will take you into the screen below. This is a summary of payment information entered for this one document.

Note the Vendor Code, Name, Address, 1099/1042 and WH Ind fields.

Under the DCS Payments Search Results the following fields are listed:

- Invoice No.
- Invoice Date
- Description
- Vendor No.
- Vendor Name
- Transaction Date
- Invoice Amount
- Status
- Release** button

The DCS custodian may review and release the transaction from this screen by clicking on the **Release** button. By clicking anywhere else on the line (not the Release button), the transaction can be opened up.

Once the Release button is clicked, no further action may be taken in ePurchasing. The transaction is fed in real time to FMIS AP and DCS.

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<< RETURN TO MAIN OPTION

**PURCHASING APPLICATION OPTIONS - RELEASE DCS PAYMENT**

SEARCH FOR DCS PAYMENT(S)

Document No.:  Invoice No.:  Records Per Screen:

Get DCS Payment(s)

Vendor Code: **V0000054510**

Name: **CQ COMMUNICATIONS INC** Address: **1111 DILLINGHAM BLVD STE E7---199 1255 WAIUA PL STE 1-HONOLULU, HI-96817** 1099/1042: **C** WH Ind: **X**

1 DCS payment(s) found [Displaying 1 to 1]

**DCS PAYMENTS SEARCH RESULTS**

INVOICE No.	INVOICE DATE	DESCRIPTION	VENDOR No.	VENDOR NAME	TRANSACTION DATE	INVOICE/CM AMOUNT	STATUS	RELEASE
R801755a	12-05-2002		V0000054510	CQ COMMUNICATIONS INC	01-10-2003	\$ 87.50	SUBMITTED	Release

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Address: http://its02.its.hawaii.edu:9083/fmis/relDcsPaySelPay.do

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<< RETURN TO PREVIOUS SEARCH      << RETURN TO MAIN OPTION

**PURCHASING APPLICATION OPTIONS - RELEASE DCS PAYMENT**      **ENTER PAYMENT INFORMATION**

**UNIVERSITY OF HAWAII PAYMENT**  
 Requisition # **R801755**    01-10-2003    FO Code: **00067**

ORDER VENDOR: **V0000054510**    Payment #: **1569**    PAYMENT STATUS: **SUBMITTED**

Name: **CQ COMMUNICATIONS INC**    Invoice Number: **R801755a**    CREDIT MEMO: **No**    ENC CM: **No**  
 Address: **1111 DILLINGHAM BLVD STE E7**    Invoice Date: **12-05-2002**

Description/Customer/Account:  
 Invoice Total: **87.50**

City: **HONOLULU**    State: **HI**    Discount Amount: **\$ 0.00**    Discount Type: **Percent (%)**  
 Zip Code: **96817**    Country:    CHECK OPTION: **Trans/Check Date: 01-10-2003**

REMIT VENDOR: **V0000054510**    **DCS**    Manual Check No:    Bank: **00352**

Name: **CQ COMMUNICATIONS INC**    DCS Check Type: **Goods/Services**  
 Address: **1111 DILLINGHAM BLVD STE E7**    Check Handling:  
 Check Type: **Combined**

**109 1255 WAIHIA PL STE 1**

Done    Internet    5:43 PM

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Address: http://its02.its.hawaii.edu:9083/fmis/relDcsPaySelPay.do

**109 1255 WAIHIA PL STE 1**

City: **HONOLULU**    State: **HI**    COMPLETED TAX FORM ATTACHED (WH-1, W-9): **No**  
 Zip Code: **96817**    Country:  
 1099/1042    C    WH Ind: **X**

**ITEMS** (click here to show/hide items)      Price List: **No**

ITEM NO.	QTY	UNIT	DESCRIPTION	SUBCODE	UNIT PRICE	EXTENSION
1	6	ea	Stubby antenna, Kenwood tk360	3408	\$ 14.00	\$ 84.00
<b>SUBTOTAL</b>						<b>\$ 84.00</b>

	RATE	DESCRIPTION	AMOUNT
Tax	4.1666 %	TAX	\$ 3.50
Shipping			
Discount			
<b>ITEM(S) TOTAL</b>			<b>\$ 87.50</b>

**ACCOUNT INFORMATION**

CAMPUS	ACCOUNT NO.	TITLE	RESP PERSON	SUBCODE	AMOUNT	FMIS BALANCE	PAYMENT	P/F
MA	327423	FACILITIES-SPECIAL EVENT ARENA	SHERIFF, RICH	3408	\$ 87.50	\$ 0.00	87.50	F
<b>TOTAL</b>							<b>\$ 87.50</b>	

<< RETURN TO PREVIOUS SEARCH      [Edit](#)    [Release](#)    [Deny](#)  
 << RETURN TO MAIN OPTION

Done    Internet    5:43 PM

DCS custodian may Edit, Deny, or Release the transaction.

By clicking on the Edit button the fields would be data enterable and changes can be made to these fields.

The Deny button would put the payment back “In Process”. The person entering payment would then be able to access this transaction from the “Process Payment” main option.

The Release would send the payment to FMIS Accounts Payable for viewing on Screen 113 and the following message will appear, “Payment Release was successful”.

Note: If the system/server is down the message will read, “Payment could not be fed”. Immediately call someone on your contact list or Disbursing - Pre-Audit, to notify them the system is down.

The screenshot shows a Microsoft Internet Explorer window titled "Purchasing - Financial Management Information System | University of Hawai'i". The address bar shows the URL: <http://its02.its.hawaii.edu:9083/fmis/relDcsPayProc.do>. The page content includes a navigation menu with "purchasing", "financial accounting", "contracts & grants", "accounts payable", "fixed assets", and "logout". A message states "Payment Release was successful". Below this, a table provides payment details:

UNIVERSITY OF HAWAII PAYMENT	
Requisition #	R801755
Invoice Date	01-10-2003
FO Code	00067
ORDER VENDOR:	V0000054510
Payment #:	1569
PAYMENT STATUS: RELEASED	
Name:	CQ COMMUNICATIONS INC
Invoice Number:	R801755a
CREDIT MEMO:	No
ENC CM:	No
Address:	1111 DILLINGHAM BLVD STE E7
Invoice Date:	12-05-2002
Description/Customer/Account:	
Invoice Total:	87.50
City:	HONOLULU
State:	HI
Discount Amount:	\$ 0.00
Discount Type:	Percent (%)
Zip Code:	96817
Country:	
CHECK OPTION:	Trans/Check Date: 01-10-2003
REMIT VENDOR:	V0000054510
DCS:	
Manual Check No.:	
Bank:	00352
Name:	CQ COMMUNICATIONS INC
DCS Check Type:	Goods/Services
Address:	1111 DILLINGHAM BLVD STE E7
Check Handling:	
Check Type:	Combined

Successful release of the payment, allows the user to immediately verify the feed to FMIS Accounts Payable on Screen 113.

113 Vendor Analysis CQ COMMUNICATIONS INC 01/10/2003 17:51  
 FY 2003 CC MA

Screen: \_\_\_ Vendor: V0000054510 Voucher: \_\_\_\_\_ Account: \_\_\_\_\_  
 Doc No: R801755

Paid: A History: \_\_\_ Due: \_\_\_\_\_ thru: \_\_\_\_\_  
 Held: \_\_\_ 1099: \_\_\_\_\_ Paid: \_\_\_\_\_ thru: \_\_\_\_\_  
 Disc Lost: \_\_\_ Select: \_\_\_\_\_ Bank: 00352

Voucher	Account	TC	Invoice/Desc	H	Doc No	Due	Chk No	Net Amt	
0798632	3274233408	143	R801755A		R801755	011003		87.50	
							Total	INV	87.50
							Total	DISC	
							Total	NET	87.50

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 HELP Notes Exit Vndr Extnd Invst 1099

There will be no liquidation of the document on Screen 26 because the requisition was not encumbered. For DCS payments against purchase orders, the payment will be posted on Screen 26 as well as Screen 113.

On Screen 124, DCS payments will be batched daily with batch numbers consisting of the FO code followed by DCS. UHGA payments will be batched with the FO code followed by PUR. The screen below does not apply to the exercise above, it just illustrates the two batch numbers assigned by ePurchasing.

124 AP Session/Batch Header List 02/18/2003 13:01  
 FY 2003 CC SW

Screen: █ Batch Ref: \_\_\_\_\_ Select Description: \_\_\_\_\_  
 Bank No: \_\_\_\_\_ Run Date: 02/11/2003

Batch Ref	Batch Proc	Date	MM	Description	Amount	Count	Bank	Run Dt	S
068DCS	02/11/03	1	E-PURCHASING FEED	1,105.33	2	00106	02/11/03	C	
068PUR	02/11/03	1	E-PURCHASING FEED	87.50	1	00030	02/11/03	C	

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 HELP Notes Exit Extnd Trans