

DMAS PO Lookup

Note that if you do not already have access to DMAS, you must complete the FRS/DMAS access form available on the Controller's web site, http://www.miami.edu/controller/FRS_ACCESS.doc and submit the completed form to Controllers. If you do not already have access to view Purchasing information in FRS and/or DMAS, complete the 'DPV – Purchasing System User Access Request Form' found on the Purchasing web site under Forms and submit the completed form to Purchasing. Access to DMAS and DPV must be approved by the person responsible for the account and/or the Department Chair/Dean, depending on the level of access.





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Please be advised that PIDMS and TIDMS are reserved on Sundays for maintenance. If you find you will need to use PIDMS or TIDMS on a Sunday please call the scheduler at 284-3691 no later than Thursday. Thank you for your cooperation.

Enter your IDMS User ID and Keyword.

User ID: 

Keyword: 

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Problems signing on? Email [Security & Control](#).
Need access? Click [here](#).

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STEP 1

- Enter your "User ID".
- Enter your "Password".
- Click on 'Signon'.



DMAS Main Menu

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Accounts	Sponsored Awards
Departments	Responsible Person
Purchasing 	IDR
Report Distribution	Controller's Office
Soft Encumbrances	FRS Bulletin Board
Electronic Signatures	Sponsored Billing
Change Password	Accounts Payable
Logoff	

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STEP 2

- Click on "Purchasing".



Purchasing Menu

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Reports by Document Number

Enter Document Number:

Click on report desired:



Requisition



Purchase Order



Future Standing Order

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Purchasing Information

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AELE30

Your Department: 42015-02

Tuesday, 10/7/2003 9:36:05 AM

Problems with this page? Email [Information Technology](#)
 Execution Time: 0.234375 seconds

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STEP 3

- If you know the purchase order number, enter it in the “Enter Document Number” section and click on “Purchase Order”. Click on Document Inquiry. Skip step 4.
- Otherwise, enter the purchase requisition number and click on “Requisition”. Click on “Document Inquiry”.

Purchase Requisition: R874131

This document is deleted!

Document Date: 08/28/03

Requisition Amount: 0.00

Document	PO #	Alternate Key	Department
R874131	P751830		#####-00
Buyer	Document Type	Supercedes	Superceded by
MXB	DV		
Vendor		Discount Terms (%/Due/Pay)	
V0000301871: BELLSOUTH COMMUNICATION		0.000 / 000 / 000	
Contact Address		Delivery Address	
Ungar Building Coral Gables, FL 33146-0000 Phone: (305) 284-0000		1365 MEMORIAL DRIVE UNGAR BUILDING (305) 284-0000 CORAL GABLES, FL 33146-0000 Phone: (305) 284-0000	
Document Text			
SUPPORTING DOCUMENTS WILL FOLLOW.			
Last Update Date		Update User	
09/02/03		MXBE30	
Quote Reference		Quote Date	
		00/00/00	
Start Date	End Date	Change #	Change Date
00/00/00	00/00/00	00	00/00/00
Date Printed	Date Created	Expected Delivery Date	Freight Terms
00/00/00	08/28/03	00/00/00	
Deleted?	Delete Date	Frozen?	In Process?
Yes	09/02/03	No	No

Line #	Quantity	Unit Price	Unit of Measure	Extended Price
001	1.00	50.0000	EA	0.00
	Description		Comments	
	DISPLAY SET, BLACK			
	Accounts		Transferred To	UPO Code/Status
	Accounting information on Header		P751832	D
002	0.00	0.0000		0.00
	Description		Comments	

	DOCUMENT DELETED BY: MXBE30 DATE DELETED: 9/ 2/20 3	AUTHORIZATION: MB REASON:CLOSE	
	Accounts	Transferred To	UPO Code/Status
	Accounting information on Header		!

Please note!

[View Purchase Order Image](#)

- This process involves interaction with a system outside of DMAS. Please be patient while the process completes.
- To view a document image you must have the [correct viewer](#) installed in your browser.
- Requisitions are scanned with appropriate purchase orders.
- Problems? Email [Information Technology](#).

STEP 4

- The purchase requisition is displayed. Note that the document is deleted because a purchase order has been issued.
- In the PO# field, click on the purchase order number to link to the purchase order document.

Purchase Order: P751830

Document	Requisition #	Alternate Key	Department
P751830	R874131		##### - 00
Buyer	Document Type	Supercedes	Superceded by
MXB	QT		
Vendor		Discount Terms (%/Due/Pay)	
V0000301871: BELLSOUTH COMMUNICATION		0.000 / 000 / 030	
Contact Address		Delivery Address	
		1365 MEMORIAL DRIVE UNGAR BUILDING (305) 284-0000 CORAL GABLES, FL 33146-0000 Phone: (305) 284-0000	
Document Text			
Last Update Date		Update User	
09/02/03		PRM11P01	
Quote Reference		Quote Date	
		00/00/00	
Start Date	End Date	Change #	Change Date
00/00/00	00/00/00	00	00/00/00
Date Printed	Date Created	Expected Delivery Date	Freight Terms
09/02/03	09/02/03	00/00/00	
Deleted?	Delete Date	Frozen?	In Process?
No	00/00/00	No	

Line #	Quantity	Unit Price	Unit of Measure	Extended Price
001	1	50.00	EA	50.00
Description		Comments		
DISPLAY SET, BLACK				
Accounts		Transferred From	UPO Code/Status	
Accounting information on Header		R874130		




View Purchase Order Image

- This process involves interaction with a system outside of DMAS. Please be patient while the process completes.
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- Requisitions are scanned with appropriate purchase orders.
- Problems? Email [Information Technology](#).

STEP 5

- The purchase order is displayed. Note that all of the purchase order information can be viewed from this screen.
- In order to view the department copy of the purchase order, scroll to the bottom of the purchase order and click on “View Purchase Order Image”.

Search Results:

	Purchase Order Number	Change Order Number	Date	Box Number	Location	Vendor Name	Vendor Number	W/B Comments	Document Description	Document Type
 View	P751832		2003/09/02						DO NOT USE: Departmental PO Copy	PDDEPTPO
View	P751832		09/02/2003							

STEP 6

- Click on “View” next to the listing with the document description, “DO NOT USE: Departmental PO Copy”.
- The purchase order document can be viewed and printed (if necessary) from this screen.