



ACCOUNTS PAYABLE

Disbursement Request Miami-Dade Community College Menu

Path: CM

The following screen is the main menu of the functions that you will be accessing to help you accomplish your tasks in the Odyssey system. Since this section of the guide focuses on the request for payment, you will go to the **Disbursement Request Menu**.

Your cursor will be positioned on the right of “Code:” - type **DM** and press <ENTER>.

```
MFU000P1          ***** MDC College System *****
Nov 23,04          - MDC Utility Main Menu -          12:05 PM

Code System/Function/Explanation
-----
AS Approval System Menu
CB Campus Budgets
DR Department Requisition Menu
DM Disbursement Request Menu
TA Time and Attendance Menu
RR Recurring Request Menu
EI EFT Information Menu
FA Financial Aid Student Authorization
IQ Campus Inquiry Menu
PC Purchasing Card Menu
? Help
. Terminate
-----
Code: ___
```

Disbursement Request Menu

Path: CM DM

The **Disbursement Request Menu** contains seven major functions that allow you to request and track purchases of goods and services charged to your account number. This menu will allow you to create and modify a disbursement request, as well as send it for approval and monitor its progress in the system. This menu will be available to you if you are defined to the Odyssey system as a Preparer. Notice the **Codes** listed on the left side of the menu screen. To select a specific function from the menu, type the two letter code for one of the following functions in the space next to 'Code:' and press <ENTER>.

```
FIA310P0                      ***** FINANCIAL SYSTEMS *****                      FIA310M0
Nov 23,04                      - Disbursement Request Menu -                      12:14 PM

Code Function
-----
MD Create/Maintain Disbursement Request
MS Maintain Disbursement Request Status
BA Browse Disbursement Requests by Account
PR Maintain 'Pre-Paid' Disbursement Request
BR Browse Rejected/Sent Back DR's
BD Browse ALL Disbursement Requests for a User
SR Search and Update Disbursements
? Help
. Terminate
-----

Code: _____
*Disb Num...: 2005 _____
Fiscal Year: 2005

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit                                     main
```

The function and general description of each module is as follows:

MD Create/Maintain Disbursement Request

This screen is used to enter, maintain, and display a Disbursement Request. The main purpose of this module is to initiate the payment process for goods and services charged to your Qual1 (account number).

MS Maintain Disbursement Request Status

This screen will show the current status and allow you to change the status of an existing Disbursement Request. You can purge, cancel, or place the request on-hold; if the request is canceled it can be un-canceled with the "open" status code. Once the request is approved the status cannot be changed.

BA Browse Disbursement Requests by Account

This screen displays the requests sorted by the State Org, Qual1, and GL Code that is typed in the "Account Number" field at the bottom of the screen. The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables.

PR Maintain Pre-Paid Disbursement Requests

This function is not applicable at this time.

BR Browse Rejected/Sent Back DR's

This screen displays ONLY Rejected or sent back disbursement requests that were entered by you. You can modify, display or change the status of the disbursement.

BD Browse All Disbursement Request for a User

This screen displays all disbursement requests entered by you by status. You can modify, display or change the status of the disbursement.

SR Search and Update Disbursements

This menu allows you to display, search, modify or find check information for disbursements by status, payee-Id, disbursement request number, or pay to name.

Steps in Disbursement Request Process

- 1- Go to Create/Maintain Disbursement Request.
(Enter CM DM MD in the direct command line or enter MD at Disbursement Request Menu.)
- 2- Enter required information and press <ENTER>. **See special instructions for Travel and Invoice field.**
- 3- Press <PF5> to send for approval and commit the funds to the General Ledger.
- 4- Mail the original vendor invoice to Accounts Payable in the red envelop with disbursement request number noted on it. No statements or faxes will be accepted.
- 5- Check your Browse Rejected and Sent Back DR's screen periodically.
(Enter CM DM BR in the direct command line or enter BR at Disbursement Request Menu.)

After its been approved, Accounts Payable will match the invoice with disbursement request number on the system and mark it for payment.

For more information on the approval process see the Approval section of the manual.

Create/Maintain Disbursement Request

Path: CM DM MD

A Disbursement Request is created and maintained by a designated person called the preparer. It is used to begin the payment process for goods and services charged to your Qual1 or departmental budget. To enter new disbursement requests or to modify or purge existing requests, type **MD** in the code field at the Disbursement Request Menu and press <ENTER>, or type **CM DM MD** at any Direct Command line within the system and press <ENTER>. The Create/Maintain Disbursement Request screen will display.

```
FIA100P1          ***** FINANCIAL SYSTEMS *****          FIA100M1
Nov 23,04        - Create/Maintain Disbursement Request -          2 more >

*Action (A,B,C,D,M,N,P)  _1_ Disbursement Req#: 2005 _____ 2      Committed:
  Status:                3                               Total Amt: _____ 4      Approved: 5
  Req *Type: _____ 6                                     Amended:
  PayTo *Type: _____ 7      *ID: _____ 8          *Seq#: _____ 9
  Name: _____
  Address: _____ Phone#: _____ - _____
  _____ Ext: _____
  _____
  City: _____ St: _____ Zip: _____ 10

  *Org Unit*Qual1 Loc*GLC Qual2
  Account No.: _____ 11      for the amount: _____ 12
  Purpose: _____
  _____ 13
  14 Notes: Rejected: _ Returned: _ On-Hold: _ Change: _ Address: _
  15 Dates: Invoice: _____ Recv: _____ Due: _____ Sch Pay: _____
  16 Attachments: _ Pick-Up Chk: _ Separate Chk: _ Invoice#: _____ 17_
  Direct Command: _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  help retrn quit          bkwrđ frwrđ    left right main
```

Screen navigation: Use the <TAB> key to move from one field to the next, avoid using the mouse. Use the <Shift> key plus the <TAB> key to move back to the previous field. To take your cursor to the first field at the top of the screen, press the <HOME> key.

Help: Any field that has an asterisk (*) next to it contains help - press <PF1>. You may scroll vertically down the pop-up help list by pressing <ENTER> or <PF8>. By pressing <PF7> the help list will scroll vertically up. Use your up-arrow key to place the cursor on the item of your choice and press <ENTER>, your choice will populate the field.

Following is a description of the fields and their functionality:

- 1 Action**--The action code for the function you want to perform: A (Add)-- to add a new Disbursement Request, B (Browse, list of requests to view or select), C (Clear the screen), D (Display an existing disbursement request), M (Modify), N (Next), P (Purge -- this request cannot be recovered). Active help provides a pop-up list of valid options. Place the cursor in the field and press <PF1> to access the help screen. The cursor will then advance to the "Disbursement Req#" field. *This is a **required** field.*
- 2 Disbursement Req#**--(Year and 6 numbers) A system-generated number for new requests. If you want to modify an existing disbursement request, you can enter this number to narrow the search for the record. If you don't know the number of an existing disbursement request, you can search for it using the browse action (B in **1 *Action**). If you are adding a new disbursement request, you may skip it and <TAB> twice to the next field, (the number will be populated by the system after you input all the necessary fields and press <ENTER>.) {You must include the Disbursement Request number when forwarding the invoice and other documents to Accounts Payable.}
- 3 Status**--A system-generated code that represents the current condition of a disbursement request, such as:
 - **PE** (pending) signifies that the Disbursement Request is currently being entered.
 - **PA** (pending approval) signifies that the Disbursement Request is waiting in the approver's queue and funds are committed.
 - **OH** (on hold) signifies that an open request is held for further action at a later date.
 - **AP** (approved) signifies that the Disbursement Request was approved and the funds are committed.
 - **CM** (completed) signifies that the Disbursement Request has a payable generated and a check printed.
 - **CA** (canceled) shows that the request was discontinued and funds are decommitted.
- 4 Total Amt**--The dollar amount of the payment to be made. Do not use '\$' (dollar signs) or commas; only use the decimal sign if you need to enter cents. Press the <TAB> key to advance to the 'Req. Type' field. *This is a **required** field.*
- 5 Committed, Approved, Amended**--A code that indicates whether the disbursement request has been committed, approved, or amended (N=No, Y=Yes).
Committed means the disbursement amount and accounts have been posted to the General Ledger.
Approved means the disbursement has completed the approval path and Accounts Payable can then generate a payable transaction.
Amended means the disbursement has been modified.

6 Req *Type--A code that represents the classification of a disbursement request, such as RQ (Disbursement Request), or RR (Recurring Request). Active help provides a pop-up list of valid options. To choose one from the following table, place the cursor in the field and press <PF1> to access the help screen. The screen defaults to RQ (Disbursement Request), unless a choice is made from the help screen. Your cursor will then advance to the "PayTo Type" field. *This is a required field.*

Type	Disbursement Request Type	When to Use
EM	Emergency Request	Used by Accounts Payable only
PR	Prepaid Request	Services that demand confirmation of payment before services are rendered.
RQ	Disbursement Request	Most frequently used, for example: service agreements, book preview/approval, items already received. etc.
RR	Recurring Request	Not applicable at this time.
TV	Travel Reimbursement	Must accompany P2, travel disbursements, mileage reimbursement
LH	Learning Resources Homestead Campus	* Computers, Software, audiovisual equipment and related items.
LI	Learning Resources Inter Am Campus	* Computers, Software, audiovisual equipment and related items.
LK	Learning Resources Kendall Campus	* Computers, Software, audiovisual equipment and related items.
LM	Learning Resources Medical Campus	* Computers, Software, audiovisual equipment and related items.
LN	Learning Resources North Campus	* Computers, Software, audiovisual equipment and related items.
LW	Learning Resources Wolfson Campus	* Computers, Software, audiovisual equipment and related items.
LD	Learning Resources District	* Computers, Software, audiovisual equipment and related items.

7 PayTo *Type--A code that represents the type of individual or organization the payment is being made to, such as E (Employee), S (Student), V (Vendor), or N (Non-employee). Active help provides a pop-up list of valid options. Place the cursor in the field and press <PF1> to access the help screen. Press the <TAB> key to advance to the 'ID' field. *This is a required field.*

8 *ID--The unique number that identifies the type of payee. When a valid ID number is entered in this field, the **Name, Address, Phone#, Ext, City, State, ZIP** field is automatically populated with the data on file in the Finance System. Active help provides a pop-up list of valid options. Place the cursor in the field and press <PF1> to access the help screen. *This is a required field.*

- Help on this field is based on the payee type. A pop-up screen will offer two options, search by name or enter social security number. If the payee type is 'S' (Student), the payee id will be a student number (a letter followed by 8 numbers). If the payee type is 'E' (employee) or 'N' (non-employee), the payee id will be a person id (9 numbers). If the payee type is 'V', the payee id will be a vendor number (9 digits). Help for the vendor id is a search by name only.
- **Important to note:** The system does not allow you to input an ID that is not attainable in the pop-up screen; you must exit the document by pressing <PF2>. If you want a vendor added, you must complete the "Vendor Modification Sheet" (Form

16) and send or fax (7-2895) it to the Purchasing Department. They will enter it into the vendor system table so it will be available for you to select in the pop-up help screen. If you are trying to input a student that is not listed in the pop-up screen, call the Registrar's office for help. If you are dealing with an employee that is not listed in the pop-up screen, call Human Resources for help.

- 9 Seq#-** The **Seq** field number is system generated and automatically defaults to '01' for a vendor payee type if the payee has more than one address or subsidiary company is linked to its ID number. The Seq (sequence number) identifies the address where the payment is sent.
- 10 Name, Address, Phone#, Ext, City, State, Zip--**The payee's address and telephone number information. If the **8 *ID** of the payee is on file in the Finance System, these fields populate automatically when the payee's ID code is entered on this screen.
- 11 Account No--**The 25-digit department budget number to which the disbursement will be charged. The account number is comprised of the *Org Unit, *Qual1, Loc, *GLC, and Qual2 numbers. Active help provides a pop-up list of valid options. Place the cursor in the field and press <PF1> to access the help screen.
- Account No. - Example:** _____ N12345 __ 61234 _____. The **Org Unit, Qual1, Loc, and GLC** field are where you will enter your department account number. Press the <TAB> key one time to advance the cursor to the second space of the account field for which the disbursement will be charged and enter the six position **Qual1** (qualifier 1 - college department number); then press the <TAB> key again and in the fourth space type the five position **GLC** (general ledger code - formally referred to as the object code.) The fifth space (Qual2,) under most circumstances is left blank. When you press <ENTER> the **Org Unit** in the first space and the **Loc** (location) in the third space will populate. At the bottom of the screen a message will display "Org Unit/GL Account Successfully selected." Press <TAB> until your cursor rests on the 'for the amount' field. *This is a required field.*
- 12 for the amount--**The dollar amount or portion of **4 Total Amt** to be charged to **12 Account No.** Additional account numbers and portions of the **4 Total Amt** may be listed on subsequent pages (panels) of the disbursement request and are indicated by the **2 more >** message in the upper right corner of the screen.
- 13 Purpose--**A detailed description of the reason the disbursement request is being entered, please include date of service. For advance registration (travel disbursement request) please include the following: Traveler's Name, conference location, date of conference and the words "advance travel" Press <TAB> until your cursor rests on the 'Invoice #' field. *This is a required field.*
- 14 The Notes _** These fields are used as a communication between the preparer, the approver, and the Accounts Payable department. It allows documentation of the various activities involved when processing the Disbursement Request. When you see '>' (greater than sign) in any one of these notes fields, this indicates that there is a comment

that you should view. Move your cursor to the '>', type **Y** and press <ENTER>, a pop-up screen will display the comment. Also you may add more notes by simply typing over the '>' with any letter and pressing <ENTER>. Explanations of these fields are as follows: (These are not required fields.)

Reject _ indicates that the request was rejected in the approval process by an approver.

Returned _ indicates that the disbursement was sent back to the preparer by Accounts Payable.

On Hold _ indicates that the disbursement is suspended temporarily or cancelled.

Change _ indicates that the disbursement was modified by Account Payable.

Address _ indicates the disbursement address was not selected from the system and it was entered manually.

- 15 Dates**--These fields indicate when the payment is due. The format is MMDDYY. These fields will automatically default to today's date.

Invoice indicates the date on the invoice

Recv indicates the date the invoice/paper work was received by the user department.

Due indicates when the payment is due.

Needed indicates that the check is needed on this date.

- 16. Indicators:** These fields indicate special handling is required associated with this disbursement.

Attachments: This field indicates that correspondence must accompany check.

Pick-Up : This field indicates check requires to be picked up.

Separate check: This field indicates that check needs to be printed separately.

- 17 Invoice** indicates the vendor invoice number associated with this disbursement. If **no invoice number is available enter the following for each type of request:**

<p><u>“MMYY”</u>-refers to the month and year of when the service was rendered</p> <p><u>“Vendor Assigned Account Number for the College”</u>- refers to the account number listed on the vendor statement/bill.</p>
--

- **For Contracts:** “C”MMYY vendor assigned account number for the College, type a “C” followed by 2 digit month and 2 digit year add a dash “-“ and then the account number.
EX: C0399-12000099094. This represents a contract payment for the month of March of 1999 to the vendor assigned account number: 12000099094.
- **For Telephone:** “T”MMYY phone number, type a “T” followed by 2 digit month and 2 digit year add a dash “-“ and then the phone number being billed.
EX: T0399-13052371010. This represents a telephone payment for the month of March of 1999 for the phone number: 1-305-237-1010

- **For Travel:** P2 form number (Request for Leave of Absence and Reimbursement)
- **For Subscription and Memberships:** “M”MMYY social security of subscriber or membership holder, type an “M” followed by 2 digit month and 2 digit year add a dash “-“ and then the social security number.
EX: M0399-593764889. This represents a subscription/membership payment for the month of March of 1999 for the social security number: 593-76-4889
This is only to be used if you do not have a purchasing credit card.
- **For Water:** “W”MMYY vendor assigned account number for the College, type a “W” followed by 2 digit month and 2 digit year add a dash “-“ and then the account number.
EX: W0300-9912000099094 This represents a water payment for the month of March of 2000 to the vendor assigned account number: 9912000099094
- **For Storm Water:** “S”MMYY vendor assigned account number for the College, type an “S” followed by 2 digit month and 2 digit year add a dash “-“ and then the account number.
EX: S0300-9912000099094 This represents a storm water payment for the month of March of 2000 to the vendor assigned account number: 9912000099094
- **For Electric:** “E”MMYY vendor assigned account number for the College, type an “E” followed by 2 digit month and 2 digit year add a dash “-“ and then the account number.
EX: E0300-9912000099094 This represents an electrical payment for the month of March of 2000 to the vendor assigned account number: 9912000099094
- **For Gas:** “G”MMYY vendor assigned account number for the College, type a “G” followed by 2 digit month and 2 digit year add a dash “-“ and then the account number.
EX: G0300-9912000099094 This represents a gas payment for the month of March of 2000 to the vendor assigned account number: 9912000099094
- **For Fuel:** “F”MMYY vendor assigned account number for the College, type an “F” followed by 2 digit month and 2 digit year add a dash “-“ and then the account number.
EX: F0300-9912000099094 This represents a fuel payment for the month of March of 2000 to the vendor assigned account number: 9912000099094

*This is a **required** field and requires some type of entry*

When you have entered all the required fields and press <ENTER>, you will see the message at the bottom of the screen: **"Disbursement Request NNNNNN added successfully."** You may then press <PF11> and go to the next panel as illustrated below. This screen allows you to input multiple accounts if purchasing items where the cost is split between different departments and/or Qual1's or GL codes.

```

FIA100P1          ***** FINANCIAL SYSTEMS *****          FIA100M2
< 1 more        - Create/Maintain Disbursement Request -        1 more >
*Action (A,B,C,D,M,N,P):  _ Disbursement Req#: 1999 000215   Committed: N
  Status: PE PENDING          Total Amt: 200.00   Approved: N
  Req *Type: RQ DISBURSEMENT REQUEST          Amended: N
----- Account Number ----- Description          Amount
*Org Unit*Qual1 Loc *GLC Qual2 -----
1. 16310000 900600 90 71000  _  PROJECT IMPLEMENTATION      200.00  _
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Direct Command: _____
Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12
      help  retrn  quit  ADrSW  Aprv      bkwrdr  frwr      left  right  main
  
```

You may then press <PF11> again to go to the third panel as illustrated below. This screen displays the preparer ID.

```
FIA100P1          ***** FINANCIAL SYSTEMS *****          FIA100M3
< 2 more          - Create/Maintain Disbursement Request -          11:01 AM

*Action (A,B,C,D,M,N,P):      Disbursement Req#: 1999 000215  Committed:Y
  Status: AP APPROVED(IN AP)      Total Amt: 200,00  Approved: Y
  Req *Type: RQ DISBURSEMENT REQUEST      Amended: N

  Changed by
  -User ID-   -on-----   -to---   -Status Description----
  SURRR      10/22/1998      PE      PENDING
  SURRR      10/22/1998      PA      PEND APPROVAL
  SAASH      10/22/1998      AP      APPROVED(IN AP)

Direct Command:
Enter-PF1-PF2-PF3--PF4-PF5--PF6-PF7-PF8--PF9--PF10--PF11-PF12
      help  retrn  quit  Comit  SBack  Paybl  bkwrđ  frwrđ      left  right  main
```

Press <PF10> twice to return to the "Create/Maintain Disbursement Request" screen.

Caution: Please be aware that if you press <PF2> you will be returned to the Disbursement Request Menu.

Send Disbursement Request for Approval

From the "Create/Maintain Disbursement Request" screen, press <PF5>-<PF5>"Apprv" to send for approval. As illustrated below, you will see the message at the bottom of the screen "Disbursement Request NNNNNN successfully send for Approval." Note that the "Status" field changed to "PA PENDING APPROVAL," and "Y" (yes) has replaced "N" (no) on the right of "Committed." The system will now forward the request to the next approver; once it is approved a "Y" will appear to right of "Approved."

```

FIA100P1          ***** FINANCIAL SYSTEMS *****          FIA100M1
Nov 23,04          - Create/Maintain Disbursement Request -          2 more >

*Action (A,B,C,D,M,N,P)   ___ Disbursement Req#: 2005 901053   Committed: Y
  Status: PA PEND APPROVAL          Total Amt: 87.50_____ Approved: N
  Req *Type: RQ DISBURSEMENT REQUEST          Amended: N
PayTo *Type: V_ VENDOR          *ID: #####          *Seq#: 2___
  Name: ARAMARK FOOD SERVICES_____
  Address: CAFETERIA - ROOM 1199_____ Phone#: ___ - ___
          950 NW 20TH STREET_____ Ext: _____
          City: MIAMI_____ St: FL Zip: 331274622
          ** PAYEE's Address on File **

*Org Unit*Qual1 Loc*GLC Qual2
Account No.: 25101000 M41201 40 69506 ___ for the amount: 87.50_____
  Purpose: ASSORTED CUBAN PASTRIES FOR ALLIED HEALTH TECHNOLOGIES_____
          NEW STUDENT ORIENTATION ON 6/21/04_____
  Notes: Rejected: _ Returned: _ On-Hold: _ Change: _ Address: _
  Dates: Invoice: 07/15/2004 Recv: 07/15/2004 Due: 07/15/2004 Sch Pay: 07/15/2004
  Attachments: _ Pick-Up Chk: _ Separate Chk: _ Invoice#: 7355000078_____
  Direct Command: _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
          help retrn quit          bkwrd frwr          left right main
1726 - Disbursement Request Successfully send for Approval
  
```

If there are insufficient funds for the disbursement request to complete the process, the following "Accounts errors" screen, will pop-up. This indicates that a Budget Transfer must be made to allocate the appropriate funds. After the budget transfer is complete, the Disbursement Request must be sent for approval again. Only the account budget managers/Approvers can process budget transfers.

```

FIP371N1          ***** FINANCIAL SYSTEM *****          FIP371M2
Jun 22,98          - Account Errors -          1:48 PM

  Org Unit          Gl-No          Budget          Funds          Amount          Over Budget
          Pool No.          Available          Requested          Cumm/ Total
16224000 931101 10 65501          3.25          3.25

  Direct Command: _____
  Display
  Enter-PF1-PF2-PF3-PF4-PF5-PF6-PF7-PF8-PF9-PF10-PF11-PF12
          help retrn quit          bkwrd frwr          main
  
```

Maintain Disbursement Request Status

Path: CM DM MS

The following module allows you to quickly change the status of the Disbursement Request. The status can be changed depending on its progression through the approval path. Once you access this module, input the Disbursement Request number and press <ENTER>. The current status will be displayed along with the options for changing the status. This screen allows you to cancel or place the disbursement on hold.

```
FIA101P1          ***** FINANCIAL SYSTEMS *****          FIA101M1
May 15,99          - Maintain Disbursement Request Status -          1:07 PM

*Disbursement Req#: 1999 000038      for amount of: 12.00      Committed: N
Status: PE PENDING                    on: 02/24/1999      Approved: N
Type: RQ DISBURSEMENT REQUEST          Amended: N

To Purge, type 'PURGE' in confirmation.
To Cancel, type 'CANCEL' in confirmation.
To place On-Hold, type 'ON-HOLD' in confirm.
Enter NEW status here ====> _____

Pay-To Type: V  VENDOR          ID: ##### Seq#: 1
Name: XEROX CORP
Address: 1 EAST BLVD 9TH FL

Ph#: 000 000 - 0000
Ext:
City: FT LAUDERDALE          St: FL Zip: 33301
Indicators: Attachments:      Pick-Up Check:      Separate Check:      NSF Option:
Notes: _
Direct Command: _____
Enter-PF1-PF2-PF3-PF4-PF5-PF6-PF7-PF8-PF9-PF10-PF11-PF12
help retrn quit          main
8026 - Disbursement Request 000038 displayed successfully
```

To change the status of a disbursement, you must first display the disbursement by typing in the number of the transaction in the "Disbursement Req#" field and pressing <Enter>. Once your transaction is displayed, go to the "**Enter NEW status here - - - ->**_____ " field and type in the new status (i.e., '**OPEN**,' '**PURGE**,' '**CANCEL**,' or '**ON-HOLD**'), then press <ENTER>.

PLEASE NOTE: You can only change the status of disbursement requests that have a current status of Rejected, Sent Back, Pending, On-Hold, or Cancelled.

Step to change status:

- OPEN** Type in the "Disbursement Req#" and press <ENTER>. Once your transaction is displayed, go to the "**Enter NEW status here - ->**_____" field, type in **OPEN**, then press <ENTER>. You will have to go back to the request screen (Path: CM DM MD) and send it for approval (<PF5>) to commit the funds.
- PURGE** Type in the "Disbursement Req#" and press <ENTER>. Once your transaction is displayed, go to the "**Enter NEW status here - ->**_____" field, type in **PURGE**, then press <ENTER>. Verify that this is the disbursement you want to delete from the system and press <ENTER> to confirm. **Once you have changed the status to 'PURGED', the request is permanently deleted from the system and cannot be recovered.**
- CANCEL** Type in the "Disbursement Req#" and press <ENTER>. Once your transaction is displayed, go to the "**Enter NEW status here - ->**_____" field, type in **CANCEL**, and press <ENTER>. Type a note describing why you are canceling this request and press <ENTER>. If you '**CANCEL**' the request, it can be reinstated.
- ON_HOLD** Type in the "Disbursement Req#" and press <ENTER>. Once your transaction is displayed, go to the "**Enter NEW status here - ->**_____" field, type in **ON HOLD**, then press <ENTER>. Type a note describing why you are placing this request on hold and press <ENTER>. If you change the status to '**ON_HOLD**', and then '**OPEN**' it again,

BROWSE DISBURSEMENT REQUESTS BY ACCOUNT

Path: CM DM BA

The Disbursement by Account module gives you access to several screens that provide you with information based on your user groups. A user group is assigned to all accounts. All users in a User Group share account information. You will be able to view only the accounts that are attached to your user group. To access these screens, type "BA" on the code field in the Disbursement Menu and press <ENTER>. You will then see a list of all of the user groups to which you have access. Use your **Up** arrow key to position your cursor over the desired user group and press <ENTER>.

```

FIA310P1                      ***** FINANCIAL SYSTEM *****
May 15,99                      - List a User's Financial Groups -                      11:30 PM

      USER NAME: MAGGIE ALFONSO
      ALL GROUP ACCESS: M

      GROUP          Access
      ID            Level          USER GROUP NAME
-----
1K102000           M          ASSOCIATE DEAN SCHOO
1K115000           M          DIR SCHOOL OF DESIGN
1K102260           M          CHAIR MUSIC
1K102290           M          CHAIR COLLEGE PREP E
1K102300           M          CHAIR ENGLISH
1K102320           M          CHAIR INT'L EDUC
1K102230           M          CHAIR ESL/FOREIGN LA
1K102240           M          CHAIR COM. ARTS
1K000000           M          KENDALL CAMPUS PRESI
                                *** End of Data ***

User ID: SAMEA
Direct command...: _____
Enter-PF1-PF2-PF3-PF4-PF5-PF6-PF7-PF8-PF9-PF10-PF11-PF12
      help  retrn quit          bkwrd frwr          main
  
```

A list of all the accounts (Qual1s) attached to the user group you selected will then be displayed. This function leads to many other functions. On the following page is a representation of the hierarchy structure of the screens described in this section.

Browse Disbursement Request by Account

List a User's Financial Groups

Browse Org Units for a Group

Browse Disbursement Request by Account

Maintain Disbursement Request

Browse Payables by Origin & Type

Maintain Disbursement Request Status

Browse Disbursement Request by Sent Back

Maintain Disbursement Request

Browse Payables by Origin & Type

Maintain Disbursement Request Status

```

FIA301P1                ***** FINANCE SYSTEMS *****
May 15,99                - Browse Org Units for a Group -                11:44 PM

      State
      Org   Qual          Active Start Start Start  End  End End
Action Unit   1   Location  Ind  Month Day  Year  Month Day Year
-----
   ___ 11121000 K12101    20     A    07   01  1998   06  30 1999
                                     *** End of Data ***

Group ID: 1K102000      State Org Unit: _____ Qual 1: _____ Location: ___
Direct command...: _____
Display      Sent Back
    
```

At this point, you can press the <HOME> key, which will move your cursor to the first record. Use your **Down** arrow key to move your cursor to the desired account, then type one the following action codes.

Action	Activity
<u>D</u>	Display = Displays the "Browse Disbursement Requests by Account" screen
<u>S</u>	Sent Back = Displays the "Browse Disbursement Requests by Sent Back" screen

These screens are described on the following pages.

Browse Disbursement by Account

```

FIA101P3          ***** FINANCIAL SYSTEMS *****          FIA101M3
May 16,99        - Browse Disbursement Requests by Account -          2 more >

  Request  ORG      GL      Account      Req
Act Year Number  Unit    Q1  LC Code  Q2  Pay Amount  Status      Typ
-  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
  ___ 1999 000081 11121000 K12101 20 65501      650.00 APPROVED(IN AP) RQ
  ___ 1999 000082 11121000 K12101 20 65501      666.00 APPROVED(IN AP) RQ
  ___ 1999 000222 11121000 K12101 20 65501      10.00  PENDING      RQ
                                     *** End of Data ***

                                *Org Unit*Qual1 Loc *GLC Qual2
Account Number: 11121000 K12101 20 _____
Direct Command: _____
Display      Modify      Pay-List      Status-Chg
  
```

If you press <PF11> from the first panel illustrated above, you will view the second panel as illustrated below.

```

FIA101P3          ***** FINANCIAL SYSTEMS *****          FIA101M3
< 1 more        - Browse Disbursement Requests by Account -          1 more >

  Request
Act Year Number  COM APR AMD Payee ID  TP      Pay-To-Name
-  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
  ___ 1999 000081 Yes Yes No  ##### V  BISCAYNE BAY MARRIOTT
  ___ 1999 000082 Yes Yes No  ##### V  BISCAYNE BAY MARRIOTT
  ___ 1999 000222 No  No  No  ##### V  BISCAYNE BAY MARRIOTT
                                     *** End of Data ***

                                *Org Unit*Qual1 Loc *GLC Qual2
Account Number: 11121000 K12101 20 _____
Direct Command: _____
Display      Modify      Pay-List      Status-Chg
  
```

If you press <PF11> again from the second panel on the previous page, you will view the third panel as illustrated below. Note the codes on the right side of the screen, they indicate that there were attachments and check information specified in the Disbursement Request. These codes are explained as follows:

```

FIA101P3          ***** FINANCIAL SYSTEMS *****          FIA101M3
< 2 more        - Browse Disbursement Requests by Account -          12:39 AM

Request          Total          Sp          PU
Act Year Number  Request Amt  Due Date  At Ck NSF Ck  Check#
-----
___ 1999 000081      650.00   03/24/99  - - - - -
___ 1999 000082      666.00   03/24/99  - - - - -
___ 1999 000222       10.00   05/05/99  - - - - -
          *** End of Data ***

          *Org Unit*Qual1 Loc *GLC Qual2
Account Number: 11121000 K12101 20 _____
Direct Command: _____
Display      Modify      Pay-List      Status-Chg

```

- At Attachments** - if attachments were included in the request, a "Y" (yes) will be displayed.
- SpCk Separate Check** - if the requester specified that the check not to be combined on the same check as other disbursements for the same vendor, a "Y" (yes) would be displayed.
- NSF Non sufficient funds** - a "Y" (yes) would be displayed if a check was issued to override funds in the requester account.
- PUCk Pick-Up Check** - Not Applicable
- Check# Check Number** - if a check was issued to the payee, the check number will display.

The following information may also display on the above screen as follows:

You may press <PF10> twice or <PF11> once to return to the first screen. After you have found your selection in the request queue screen, press the <HOME> key to move your cursor to the first record, use the Down-arrow key to take your cursor to the line of your choice then type one the following action codes.

Action	Activity
<u>D</u>	Display: Displays the "Maintain Disbursement Request" screen
<u>M</u>	Modify: Displays the "Maintain Disbursement Request" screen illustrated on page 4-5. You may make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
<u>P</u>	Pay-List: Displays "Browse Payables by Origin & Type" screen where all the Disbursement Requests that are paid or about to be paid are listed along pertinent payment information. The screen is illustrated below.
<u>S</u>	Status Change: Displays the "Maintain Disbursement Request Status" where you can change the status if applicable.

Browse Payables by Origin & Type

```

FIA102N1          ***** FINANCIAL SYSTEMS *****
Aug 21,98          - Browse Payables by Origin & Type -          2 more >

Origin: DSBR Ref Type: RR   Ref Nbr: 1998000873
  Payable                Date    Payable      Total
Year Number      Status    Created   Date    Pay Amount  Payee ID  T
-----
1998 00001094 PAID                06/22/98 06/22/98      12.00  ##### V
*** End of Data ***

Fiscal Year: ____ Payable Number: _____
Direct Command...: _____
Enter-PF1-PF2-PF3-PF4-PF5-PF6-PF7-PF8-PF9-PF10-PF11-PF12
      help retrn quit                bkwrdr frwrdr left right main
  
```

Browse Disbursement Request Sent Back

```

FIA101P5          ***** FINANCIAL SYSTEMS *****          FIA102M6
May 16,99          - Browse Disbursement Requests Sent Back -          1 more >

      Request  Maint  Req
Act Year Number  User ID  Type      Status      COM APR AMD  Total
-----
__ 1999 000082  SAMEA    RQ  SENT BACK  Yes No No      666.00
*** End of Data ***

Maint-User-Id: _____
Direct Command: _____
Display      Pay-List      Status-Chg
  
```

After you have found your selection in the request queue screen, press the <HOME> key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes.

Action	Activity
<u>D</u>	Display: Displays the "Maintain Disbursement Request" screen
<u>P</u>	Pay-List: Displays "Browse Payables by Origin & Type" screen where all the Disbursement Requests that are paid or about to be paid are listed along pertinent payment information. The screen is illustrated on page 4-20.
<u>S</u>	Status Change: Displays the "Maintain Disbursement Request Status" where you can change the status if applicable.

BROWSE REJECTED/SEND BACK DR'S

Path: CM DM BR

The Browse Rejected/Send Back DR's module displays ONLY disbursements that have been rejected by an approver or were sent back by Accounts Payable. These requests were entered by you and need your attention. This screen gives you access to modify the disbursement request or cancel it. To access these screens, type "BR" on the code field in the Disbursement Menu and press <ENTER>.

```

FIA101P6                ***** FINANCIAL SYSTEMS *****
Nov  1,01      - Browse Rejected/Sent-Back Disbursement Requests -          2:53 PM

      Fiscal Request
Act  Year  Number          Pay Name          Req.Amount  Status  Vendor
-----
  ___ 2002  350022  SOUTH DADE SR                10.00   RJ   #####
  ___ 2002  350023  SOUTH DADE SR                10.00   SB   #####
                                     *** End of Data ***

Add User Id: SUDJR      Curr Status: __ Fiscal Year: ____ Curr Req No: _____
Direct command...: _____
Display      Modify      Status-Chg
  
```

After you have found your selection in the request queue screen, press the <HOME> key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes.

Action	Activity
<u>D</u>	Display = Displays the "Browse Disbursement Requests by Account" screen
<u>M</u>	Modify: Displays the "Maintain Disbursement Request" screen illustrated on page 4-5. You may make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
<u>S</u>	Status Change: Displays the "Maintain Disbursement Request Status" where you can change the status if applicable.

BROWSE ALL DISBURSEMENTS FOR A USER

Path: CM DM BD

The Browse All Disbursements for a User module displays ONLY disbursements that you have entered into the system. This screen gives you access to modify the disbursement request or cancel it. To access these screens, type "BD" on the code field in the Disbursement Menu and press <ENTER>.

```
FIA101P7          ***** FINANCIAL SYSTEMS *****
Nov 16,01 - Browse Disbursement Requests By Originator By Status -      2:28 PM
```

Act	Fiscal Year	Request Number	Request Amount	Vendor Name	Vendor Id	Status
—	1999	001794	38.69	DIVERSIFIED COLL SVS INC	#####	CM
—	1999	001795	79.50	FLORIDA DEPT. OF EDUCATIO	#####	CM
—	1999	002710	1239487.16	STATE OF FLORIDA DIVISION	#####	CM
—	1999	003199	2678.60	ISERN KELLY J	#####	CM
—	2000	117430	65857.01	COMPTROLLER OF FLORIDA	#####	CM
—	2001	215243	150.00	SCOTT PATRICIA K	#####	CM
—	2002	302873	220.00	AMERITREND CORPORATION	#####	CM
—	2002	350036	232.23	SCOTT PATRICIA K	#####	CM
—	2002	350037	325.39	OFFICE DEPOT	#####	RJ
—	2002	350038	526.25	OFFICE DEPOT	#####	SB

*** End of Data ***

```
Add User Id: SUPKS      Curr Status: __ Fiscal Year: ____ Curr Req No: _____
Direct command...: _____
Display      Modify      Status-Chg
8004 - End of data reached, enter new start value
```

After you have found your selection in the request queue screen, press the <HOME> key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes.

Action	Activity
<u>D</u>	Display: Displays the "Browse Disbursement Requests by Account" screen
<u>M</u>	Modify: Displays the "Maintain Disbursement Request" screen illustrated on page 4-5. You may make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
<u>S</u>	Status Change: Displays the "Maintain Disbursement Request Status" where you can change the status if applicable.

SEARCH AND UPDATE DISBURSEMENTS

Path: CM DM SR

The Search and Update Disbursements module is a menu with options to search disbursements by status, payee-id, payee name, or disbursement number. This screen gives you access to modify the disbursement request, change the status or display check information. To access this screen, type "SR" on the code field in the Disbursement Menu and press <ENTER>.

```
FIA311P0                      ***** FINANCIAL SYSTEMS *****
Nov 24,04                      - Search and Update Disbursements Menu -                      9:50 AM

Code Function
-----
BS  Browse Disbursement Requests by Status
BP  Browse Disbursement Requests by Payee-ID
BR  Browse Disbursement Requests by Number
BN  Browse Disbursement Requests by Pay-To-Name
?   Help
.   Terminate
-----

Code:  __

Direct command...: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit                                     main
```

The function and general description of each module is as follows:

BS Browse Disbursement Request by Status

This screen displays the requests sorted by status. The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables/check information.

BP Browse Disbursement Request by Payee-id

This screen displays the requests sorted by payee-id (vendor number, student id, person id). The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables/check information.

BR Browse Disbursement Request by Number

This screen displays the requests sorted by disbursement number. The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables/check information.

BN Browse Disbursement Request by Pay-to-Name

This screen displays the requests sorted by Pay to Name (person's name or business name). The action code allows you to display, modify, change the status of the Disbursement Request, and browse the payables/check information.

BROWSE DISBURSEMENT REQUESTS BY STATUS

Path: CM DM SR BS

The Browse Disbursements Requests by Status module will display ALL disbursement requests sorted by status. This screen gives you access to modify/display the disbursement request or change the status ONLY if you have access to the account/user group on the disbursement request. To access this screen, type "BS" on the code field in the Search and Update Disbursement Menu and press <ENTER>.

Act	Year	Number	Request Req Type	Stat	COM	APR	AMD	Request Amt	Total Due Date
___	005	908862	RQ APPROVED(IN AP)		Yes	Yes	No	4,620.00	11/17/04
___	2001	217510	RQ APPROVED(IN AP)		Yes	Yes	No	155.40	05/16/01
___	2003	519985	RQ APPROVED(IN AP)		Yes	Yes	No	323.85	06/05/03
___	2004	722143	RQ APPROVED(IN AP)		Yes	Yes	No	4,000.00	10/22/04
___	2005	900148	RQ APPROVED(IN AP)		Yes	Yes	No	98.00	07/06/04
___	2005	900156	RQ APPROVED(IN AP)		Yes	Yes	No	110.00	07/06/04
___	2005	900193	RQ APPROVED(IN AP)		Yes	Yes	No	93.00	07/06/04
___	2005	900568	RQ APPROVED(IN AP)		Yes	Yes	No	280.00	07/12/04
___	2005	900573	RQ APPROVED(IN AP)		Yes	Yes	No	280.00	07/12/04
___	2005	900576	RQ APPROVED(IN AP)		Yes	Yes	No	140.00	07/12/04
___	2005	900587	RQ APPROVED(IN AP)		Yes	Yes	No	400.00	07/12/04
___	2005	900616	RQ APPROVED(IN AP)		Yes	Yes	No	64.24	07/12/04
___	2005	900665	RQ APPROVED(IN AP)		Yes	Yes	No	101.75	07/12/04

*Status-Code: ___ Disbursement-Request#: ___

Direct Command: _____

Display
Modify
Pay-List
Status-Chg

After you have found your selection in the request queue screen, press the <HOME> key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes.

Action	Activity
<u>D</u>	Display: Displays the "Maintain Disbursement Request" screen
<u>M</u>	Modify: Displays the "Maintain Disbursement Request" screen illustrated on page 4-5. You may make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
<u>P</u>	Pay-List: Displays "Browse Payables by Origin & Type" screen where all the Disbursement Requests that are paid or about to be paid are listed along pertinent payment information. The screen is illustrated on page 4-17.
<u>S</u>	Status Change: Displays the "Maintain Disbursement Request Status" where you can change the status if applicable.

BROWSE DISBURSEMENT REQUESTS BY PAYEE-ID

Path: CM DM SR BP

The Browse Disbursements Requests by Payee-id will display ALL disbursement requests sorted by payee id. You will have access to modify/display the disbursement request or change the status ONLY if you have access to the account/user group on the disbursement request. To access this screen, type "BP" on the code field in the Search and Update Disbursement Menu and press <ENTER>.

```

FIA102P3                      ***** FINANCIAL SYSTEMS *****                      FIA102M3
Nov 24,04                      - Browse Disbursement Requests by Payee-ID -                      2 more >

  Act Year  Req      Req      Payee ID  TP      Pay-To-Name      Status
  ---  ---  ---      ---      ---      ---      ---      ---
   ___ 2004 709327  RQ  C97149479  V  MARILYN SIMMS-JONES      COMPLETED
   ___ 2005 900350  RQ  C97149479  V  MARILYN SIMMS-JONES      COMPLETED
   ___ 2004 718709  RQ  C99847210  V  CARLOS FELICIANO         COMPLETED
   ___ 2000 100256  RQ  D02374289  V  CHIAPPETA, ANA           COMPLETED
   ___ 2003 515940  RQ  D02734788  V  RENE L MOSS              COMPLETED
   ___ 2003 515147  RQ  D03971779  V  ALEJANDRA M. BARREIRO    COMPLETED
   ___ 2001 214404  RQ  D05142160  V  RENE REVELLA JR          COMPLETED
   ___ 2002 306781  RQ  D05142160  V  RENE REVELLA JR          COMPLETED
   ___ 2000 103002  RQ  D06669572  V  MR. ALRIC JOHNSON        COMPLETED
   ___ 2000 113067  RQ  D06669572  V  MR. ALRIC JOHNSON        COMPLETED
   ___ 2003 506421  RQ  D08459045  V  YVETTE RAMIREZ           COMPLETED
   ___ 2000 101598  RQ  D09439725  V  EUGENIO MACHADO          COMPLETED
   ___ 2000 119389  RQ  D09439725  V  EUGENIO MACHADO          COMPLETED
*Payee Type: V_ *Payee ID: _____ Disbursement Request: _____
Direct Command: _____
                  Display      Modify      Pay-List      Status-Chg
  
```

After you have found your selection in the request queue screen, press the <HOME> key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes.

Action	Activity
<u>D</u>	Display: Displays the "Maintain Disbursement Request" screen
<u>M</u>	Modify: Displays the "Maintain Disbursement Request" screen illustrated on page 4-5. You may make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
<u>P</u>	Pay-List: Displays "Browse Payables by Origin & Type" screen where all the Disbursement Requests that are paid or about to be paid are listed along pertinent payment information. The screen is illustrated on page 4-17.
<u>S</u>	Status Change: Displays the "Maintain Disbursement Request Status" where you can change the status if applicable.

BROWSE DISBURSEMENT REQUESTS BY NUMBER

Path: CM DM SR BR

The Browse Disbursements Requests by Number module will display ALL disbursement requests sorted by disbursement number. This screen gives you access to modify/display the disbursement request or change the status ONLY if you have access to the account/user group on the disbursement request. To access this screen, type "BR" on the code field in the Search and Update Disbursement Menu and press <ENTER>.

FIA102P4		***** FINANCIAL SYSTEMS *****							FIA102M4	
Nov 24,04		- Browse Disbursement Requests by Number -							1 more >	
Act	Year	Number	Request Type	Req Stat	COM	APR	AMD	Request Amt	Total Due Date	
___	2005	900001	RQ	COMPLETED	Yes	Yes	Yes	484.57	07/01/04	
___	2005	900002	RQ	COMPLETED	Yes	Yes	Yes	195.02	07/01/04	
___	2005	900003	RQ	COMPLETED	Yes	Yes	No	6.25	07/02/04	
___	2005	900004	RQ	COMPLETED	Yes	Yes	No	142.44	07/02/04	
___	2005	900005	RQ	COMPLETED	Yes	Yes	No	74.40	07/02/04	
___	2005	900006	RQ	COMPLETED	Yes	Yes	No	121.90	07/02/04	
___	2005	900007	RQ	COMPLETED	Yes	Yes	No	121.90	07/02/04	
___	2005	900008	RQ	COMPLETED	Yes	Yes	No	97.40	07/02/04	
___	2005	900009	RQ	COMPLETED	Yes	Yes	No	69.50	07/02/04	
___	2005	900010	RQ	COMPLETED	Yes	Yes	No	85.60	07/02/04	
___	2005	900011	RQ	COMPLETED	Yes	Yes	No	40.90	07/02/04	
___	2005	900012	RQ	COMPLETED	Yes	Yes	No	60.30	07/02/04	
___	2005	900013	RQ	COMPLETED	Yes	Yes	No	141.61	07/02/04	

Disbursement Request Number: 2005 _____

Direct Command: _____

Display Modify Pay-List Status-Chg

After you have found your selection in the request queue screen, press the <HOME> key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes.

Action	Activity
<u>D</u>	Display: Displays the "Maintain Disbursement Request" screen
<u>M</u>	Modify: Displays the "Maintain Disbursement Request" screen illustrated on page 4-5. You may make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
<u>P</u>	Pay-List: Displays "Browse Payables by Origin & Type" screen where all the Disbursement Requests that are paid or about to be paid are listed along pertinent payment information. The screen is illustrated on page 4-17.
<u>S</u>	Status Change: Displays the "Maintain Disbursement Request Status" where you can change the status if applicable.

BROWSE DISBURSEMENT REQUESTS BY PAY-TO-NAME

Path: CM DM SR BN

The Browse Disbursements Requests by Pay-to-name will display ALL disbursement requests sorted by name. You will have access to modify/display the disbursement request or change the status ONLY if you have access to the account/user group on the disbursement request. To access this screen, type "BN" on the code field in the Search and Update Disbursement Menu and press <ENTER>.

```

FIA102P5          ***** FINANCIAL SYSTEMS *****          FIA102M5
Nov 24,04        - Browse Disbursement Requests by Pay-To-Name -      2 more >

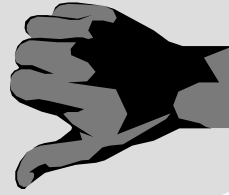
  Act Year Number Type Payee ID  TP      Req  Req
                               Pay To Name      Status
-----
  ___ 2001 200400  RQ  ##### V  UMSEA          COMPLETED
  ___ 2000 115200  RQ  ##### V  (NCCC)        COMPLETED
  ___ 1999 000339  RQ  ##### V  (OBS) DEPENDENT CARE EXPENSE CANCELLED
  ___ 1999 002882  RQ  ##### V  (OBS) LINCOLN BENEFIT LIFE C COMPLETED
  ___ 2000 100402  RQ  ##### V  (OBS) LINCOLN BENEFIT LIFE C COMPLETED
  ___ 2000 100403  RQ  ##### V  (OBS) MERRILL LYNCH          COMPLETED
  ___ 1999 000026  RQ  ##### V  (OBS) SHAREHOLDER SERVICES G COMPLETED
  ___ 2000 100356  RQ  ##### V  (OBS) SHAREHOLDER SERVICES G COMPLETED
  ___ 2000 100365  RQ  ##### V  (OBS) SUN LIFE ASSR CO      COMPLETED
  ___ 2000 100360  RQ  ##### V  (OBS) TWENTIETH CENTURY INV COMPLETED
  ___ 2000 100308  RQ  ##### V  (OBS) VALIC                COMPLETED
  ___ 2002 308896  RQ  ##### V  (RET) CAPT. ROY A NEIGH    COMPLETED
  ___ 2000 112525  RQ  ##### V  (USPAP)          COMPLETED

Pay-To-Name: _____ Disbursement Req#: _____
Direct Command: _____
                   Display      Modify      Pay-List      Status-Chg
  
```

After you have found your selection in the request queue screen, press the <HOME> key that will take your cursor to the first record, use the down-arrow key to take your cursor to the line of your choice then type one the following action codes.






Action	Activity
<u>D</u>	Display: Displays the "Maintain Disbursement Request" screen
<u>M</u>	Modify: Displays the "Maintain Disbursement Request" screen illustrated on page 4-5. You may make modifications to the document providing that the request is PE (pending,) RJ(rejected,) or SB (sent back.)
<u>P</u>	Pay-List: Displays "Browse Payables by Origin & Type" screen where all the Disbursement Requests that are paid or about to be paid are listed along pertinent payment information. The screen is illustrated on page 4-17.
<u>S</u>	Status Change: Displays the "Maintain Disbursement Request Status" where you can change the status if applicable.

Do's & Dont's







FOR ENTERING DISBURSEMENT REQUESTS

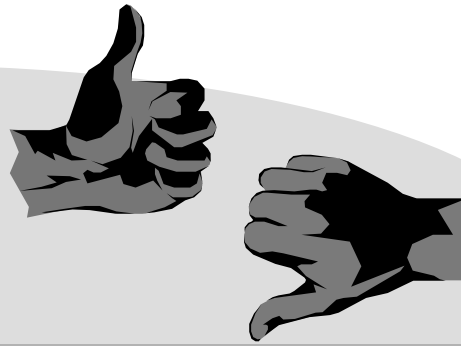
DO!...

-  Choose correct vendor name and address from vendor table.
-  Make disbursement for amount without tax.
-  Put invoice number in the “Purpose Field”.
-  Submit only original invoices with disbursement number written on document.
-  When processing a subscription, membership or tickets put persons name in the “Purpose Field”.

DON'T!...








-  Don't include state tax in the amount you are paying.
-  Don't submit paperwork with statements or faxes for invoices.
-  Don't prepare two disbursements for the same invoice unless you have cancelled one.
-  Don't send a screen print of the disbursement request to Accounts Payable

Do's & Dont's






FOR AGREEMENT FOR SERVICES (CONTRACTS)

DO!...

-  Fill out agreement for services (contract) form completely. Leave no empty spaces. Verify the name and address of the contractor. Verify that the name is spelled correctly and that the mailing address is correct.
-  Send original agreement for services form (contract) to Accounts Payable. With every partial payment you *must* submit a copy of the contract. As long as the original is in Accounts Payable a copy is sufficient.
-  Have all required signatures on the agreement for services (contract) prior to submitting for payment.
-  Submit an original invoice with a copy of the agreement for services (contract) for payment.
-  Make sure the invoice matches the specifications of the agreement for services(contract) (daily rate, contract dates - beginning and ending dates, and total dollar amount)
-  If required , submit agreement for services (contract) to Human Resources for approval.
-  Call Central Stores for the Agreement for Service form. They can be reached at 7-1382.

DON'T!...

-  Don't forget to submit for Board approval any items over \$15,000.00
-  Don't submit invoices for more than total amount of agreement for services. They will be sent back and will require an addendum.
-  Don't prepare an agreement for services (contract) for less than \$300.00. Refer to procedure manual: procedures 2830 and 6300.

Travel Reimbursements

Petty Cash Reimbursements

Petty cash reimbursement is to be utilized when personal funds are used for travel expenses when those expenses are \$100 or less. This payment method applies to *in-county travel**, *exclusive of conferences and conventions*. Itemized receipts verifying that payment in full was made **is required for reimbursement**.

The reimbursement of travel expenses in excess of \$100 and/or travel involving a conference or convention is to be made by preparing a disbursement request and submitting supporting documentation to the accounts payable department for payment. Supporting documentation must include an approved P-2 Form for all *out-of-county travel*. Prior to sending request for approval, the preparer should check to see that: “Req Type = TV Travel Reimbursement; “Pay-To Type “ = E Employee; and “Invoice” = P-2 Form Number. ***P-2 Forms must be approved by Human Resources prior to the preparation and approval of disbursement requests at the department level.*** Supporting documentation for all disbursement requests should reference a disbursement request number, or have a print screen of the request attached to it.

Advance Registration

When travel includes advance registration, departments must prepare a disbursement request for registration fees. The preparer will submit the original registration form; a conference agenda; and a **photocopy** of the P-2 Form approved by Human Resources. (The original P-2 Form will be submitted after the travel is completed.) Since the registration fee is known in advance and paid to the vendor / host (rather than the traveler), it should be shown as a negative amount in the “Actual” column of the P-2 Form. Keep in mind that the P-2 Form must be approved by Human Resources; returned to the preparer; and forwarded to the accounts payable department in time for a check to be mailed to the vendor / host prior to the first day of the conference. In addition to the general guidelines discussed in the previous paragraph, the preparer should check to see that: “Purpose” = Travelers name, Conference Location, Date of Conference, and the phrase “advance registration” (in that order), since the registration form must be sent to vendor / host with payment.

Travel Reimbursements

Actual Travel Expenses

A separate disbursement request should be prepared upon the completion of travel, reflecting actual expenses incurred by the employee/traveler. The **original** P-2 form and applicable receipts will be forwarded to the accounts payable department for reimbursement.

Travelers and approvers of College-related travel should consider the following:

- An **original receipt** must accompany reimbursement for airline tickets. When “ticketless” travel is utilized, traveler must submit payment confirmation.
- If traveler uses his or her own automobile for travel, reimbursement may be made in the amount of 29 cents per mile, not to exceed price of airfare.
- Mileage among cities or common locations is to be determined using map mileage calculations established by the Florida Department of Transportation.
- M-DCC has a contract with AVIS for rental car services. The contract number is B133423, and the phone number is (800) 338-8211. Travelers are expected to use this vendor, if possible.
- Travelers may be reimbursed for actual lodging and meals OR receive \$50 per diem for travel extending no less than 24 hours. Partial per diem payments will be made based on duration of travel. [per §112.061, Fl. Stat.(5)]
- To calculate reimbursement for meals, use actual times traveler left and returned home. Meals are reimbursable if travels is no less than 24 hours in duration AND involves out-of-county travel, as follows:
 - Breakfast - \$3.00, when travel begins before 6 a.m. and extends beyond 8 a.m.
 - Lunch - \$6.00, when travel begins before 12 noon and extends beyond 2 p.m.
 - Dinner - \$12.00, when travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.
- Original detail receipts must support reimbursement for other actual expenses. Such expenses include lodging, parking, taxi fare, communication expenses (to 237-prefix phone numbers), etc.
- Receipts are preferred for the reimbursement of tolls. Receipts are required if tolls exceed \$5 per trip.
- Tips paid by traveler are not reimbursable.
- Present your **tax-exempt # 23-08-325441-57C** when checking into your hotel.

- For purposes of travel reimbursements, *county* includes Monroe, Miami-Dade, and Broward counties.

Travel Reimbursements

Before submitting disbursement request, please verify that:

- In-county travel expenses of \$100 or less are reimbursed via petty cash disbursements. The only exception to this is conferences / conventions. * (See Petty Cash section.)
- “Req Type” = TV Travel Reimbursement
- “Pay-Type” = E Employee
- “Invoice” = P-2 Form Number
- Traveler signed bottom and middle of P2 form.
- Submit a P2 form.
- Advance Registration – “Purpose” = Conference Location and Date of Conference (in that order, and as space permits)
- The registration form is required upon payment to the vendor / host.
- Submit actual travel expenses supported by the **original** receipts or bills.
- If airline travel occurred, it is supported by a passenger ticket.
- Mileage reimbursement is for 29 cents per mile; for the use of the personal vehicle of the traveler; and the total reimbursement does not exceed the price of airfare to the same destination.
- Mileage among cities or common locations was calculated using pre-determined amounts established by the Florida Department of Transportation.
- Include actual meal expenses on P2 form. (See Procedures)
- Communication expense reimbursements are requested for calls made to 305-237-prefix (College) **only**.
- The State of Florida has a contract with AVIS for rental car procurement. The College is eligible to obtain the services at these prices. The contract number is B133423, and the phone number is (800) 338-8211. Travelers are expected to use this vendor, when possible.
- Tips paid by traveler are disallowed expenses.

* For purposes of travel reimbursement, *county* includes Monroe, Miami-Dade, and Broward counties.

TRAVEL PROCESS CHECKLIST

Before:

- ❑ Ensure that a P-2 Form (Request for Leave of Absence and Reimbursement) is prepared and approved by the Department and Human Resources **for all out-of-county* travel**. Amounts are to be included for “Estimated Expenses” **and** “Actual Expenses”, if applicable. (Note: prepaid expenses paid by the College, such as airfare and advanced registration are reflected as negative amounts in the actual column.)
- ❑ When travel includes **advanced registration**, a disbursement request must be prepared, approved, and submitted to the Accounts Payable department for the payment of registration fees. *To ensure that payment of registration fees is remitted prior to the first day of the conference, this process should be done as soon as possible.*
- ❑ Remember to verify the following:
 - ✓ Original registration form; a conference agenda; and a **photocopy** of the approved P-2 Form is forwarded with the disbursement request to the Accounts Payable department. A print screen of the disbursement request may be attached to the documentation.
 - **Purpose** = Traveler’s name, Conference location, Date of conference, and “advanced registration” (in that order)
 - **Req Type** = TV Travel Reimbursement
 - **Pay-Type** = V Vendor – Note that the vendor name field agrees with the registration form.
 - **Invoice** = P-2 Form Number

During:

While traveling, keep in mind the following:

- ✓ Use the M-DCC Credit Card to pay for the hotel room.
- ✓ Mileage reimbursement is for 29 cents per mile; for the use of the personal vehicle of the traveler; and the total reimbursement does not exceed the price of airfare to the same destination.
- ✓ Distance between cities or common locations is calculated using pre-determined mileage established by the Florida Department of Transportation.
- ✓ Daily reimbursements are for actual allowances of lodging and meals OR at the per diem amount of \$50 if travel exceeded a 24-hour period.
- ✓ Actual meal allowances are as follows:
 - ❑ Breakfast - \$3.00, when travel begins before 6 a.m. and extends beyond 8 a.m.
 - ❑ Lunch - \$6.00, when travel begins before 12 noon and extends beyond 2 p.m.
 - ❑ Dinner - \$12.00, when travel begins before 6 p.m. and extends beyond 8 p.m., OR when travel occurs during nighttime hours due to special assignment.
- ✓ Alcoholic beverages or “tips” **will not** be reimbursed.
- ✓ Communication expense reimbursements are requested for calls made to 305-237-prefix (College) **only**.
- ✓ Reimbursement for rental car services does not exceed prices set forth in agreement with AVIS Rental Car.

After:

- ❑ Complete the P-2 Form to reflect actual expenses incurred by the traveler.
- ❑ Collect original receipts and other supporting documentation from the traveler.
- ❑ Prepare a disbursement request to reimburse traveler for out of pocket expenses that are allowable per College policy **and** supported by original receipts or bills.
- ❑ Forward a print screen of the disbursement request with all applicable attachments to the next level of approval. The documentation provides a basis of approval and serves as a reminder of the pending item prior to its submittal for payment.

PETTY CASH

Effective July 26, 1999, Petty Cash/Mileage reimbursement cannot exceed \$100. Petty cash reimbursement is to be utilized when personal funds are used to make purchases. *This payment method applies to in-country travel*, exclusive of conferences and conventions.* An itemized receipt verifying that payment in full was made is required. Please provide specific explanation of the items purchased. Non-specific descriptions such as “office supplies” or “educational supplies” are not acceptable.

Petty Cash Voucher must contain the following: (Form #18a)

- Authorizing signature (one level higher than purchaser).
- Original receipts attached.
- Department Qual 1 and appropriate general ledger code.
- Description of items purchased and amounts being requested.
- Purchaser signature and phone extension, and if applicable, the name of the person authorized to pick-up funds if different from purchaser.

Mileage Reimbursement Forms must contain the following: (Form #18b)

- ❖ (Current rate: 29 cents per mile)
- Appropriate information filled-in: dates of travel, destinations to and from, and number of miles.
- Department Qual 1 and appropriate general ledger code.
- Traveler’s signature for insurance coverage and travel, phone extension, and if applicable, the name of the person authorized to pick-up funds if different from traveler.
- Department head approval. (Signature)
- Receipts for parking are required; receipts for tolls are preferred.