

The image features a solid orange background with a large, white, stylized spiral graphic that winds inward from the top-left towards the center. The spiral is composed of several thick, curved white bands. In the center of the spiral, the word "APPROVALS" is written in a bold, black, sans-serif font.

# **APPROVALS**

The Odyssey approval system for Budget Transfers, Department Requisitions, Disbursement Requests and Purchasing Card is totally electronic. The approval system allows for several approval stops for one document and each document can be tracked along its path. This approval system is strictly for financial transactions and does not include Payroll approvals.

There are several terms we need to review:

A **User Group** is identified by an eight digit ID assigned to all accounts within a shared approval structure. All users in a User Group share the same account information. A User Group must have preparers and approvers and at least one account number. The User Group and account number (Qual 1) will be assigned by Finance Security & Chart of Accounts Department in Business Affairs.

A **Preparer** creates and modifies Department Requisitions and Disbursement Requests for their User Group. It is very important to remember that a Preparer **CANNOT** be an Approver. A Preparer does not and cannot have access to prepare Budget Transfers. A Preparer does not have access to Purchasing Card Data Entry, which is a separate security access that must be requested by the Cardholder.

A **Budget Manager** (1<sup>st</sup> Approver) has ultimate financial responsibility for all Qual 1's (accounts) in a User Group, up to \$5,000.00. The Budget Manager is the first approver on the approval structure. A Budget Manager can approve Budget Transfers, Department Requisitions, Disbursement Requests and Purchasing Card data entry within their User Group. It is very important to remember that an Approver **CANNOT** be a Preparer. However, a Budget Manager does have the access to create and approve Budget Transfers, this is part of their Approver Access. A Budget Manager can also have the separate access for the data entry of their Purchasing Card.

A **Restricted Approver 2<sup>nd</sup> Level Approver** will be able to access any account under the responsibility of the Budget Manager (1<sup>st</sup> Approver), and approve up to \$14,999.99, for Department Requisitions, Disbursement Request and Purchasing Card (max limit on P-Card is \$5000.00, but just in case). A 2<sup>nd</sup> Level Approver should be the supervisor of the Budget Manager/1st approver. A Restricted Approver, 2<sup>nd</sup> Level Approver, is not part of the Budget Transfer path.

A **Restricted Approver 3<sup>rd</sup> Level Approver** will also be able to access any account under the responsibility of the Budget Manager (1<sup>st</sup> Approver) and approve any items \$15,000.00 and above, for Department Requisitions, Disbursement Requests and Purchasing Card (max limit on P-Card is \$5000.00, but just in case). A Restricted Approver 3<sup>rd</sup> Level Approver should be the supervisor of the 2<sup>nd</sup> Approver or the Campus President/Division Head. A Restricted Approver is not part of the Budget Transfer path.

The **Approval Path** is the final outcome of the User Group and it is the approval structure for all of the accounts/qual in that User Group for all Department Requisitions, Disbursement Requests and Purchasing Cards. It is a little different for Budget Transfers. The Approval Path consists of the Budget Manager and the Dean of Administration for Campus Quals or the Division Head for District Quals.

In general the Approval Path is set up to flow from the lower organizational level to the highest. There are also some restrictions adding an additional level of approval based on the factors mentioned below:

1. Document Type Codes.
2. Restricted General Ledger Codes.
3. General Ledger Code Review for Purchasing Card.
4. Edit Rules for Budget Transfers.

**Documents Type Codes** were created for Department Requisitions and Disbursement Requests to identify the request type. Codes created to deal with computers, peripherals and software purchases require an additional level of approval. These codes are referred to as Learning Resources and they are designated with an "L" for Learning Resources followed by the corresponding Campus designation. For example, LK will be Kendall, LN will be North, etc., see chart below. These codes create an additional level of approval to the approval structure, after the Budget Manager approves the transaction. The corresponding Campus Chief Information Officer of Learning Resources will then be included as the extra approval level on all Department Requisitions and Disbursement Requests designated with the LK, LN, LW, etc. Then if the transaction is over \$5000.00, it will continue with the rest of the approval path. The Preparer must choose the appropriate Document Type Code when creating a request for computer purchases or computer related equipment and software on their Campus.

Type Code	Description
LD	LEARNING RESOURCES DISTRICT
LH	LEARNING RESOURCES HOMESTEAD
LI	LEARNING RESOURCES IAC
LK	LEARNING RESOURCES KENDALL
LL	LEARNING RESOURCES HIALEAH
LM	LEARNING RESOURCES MEDICAL
LN	LEARNING RESOURCES NORTH
LS	LEARNING RESOURCES WEST
LW	LEARNING RESOURCES WOLFSON

**Restricted General Ledger Codes** create another level of approval. One individual College wide is assigned as the approver for these general ledger codes. So for example a Department Requisition or Disbursement Request using general ledger code 72001, Data Software-Education, will be approved by the Budget Manger, then by Learning Resources since this is software, then by the VP of Information Technology. Another example would be general ledger code 64006, Hazardous Materials Removal. The request would be approved by the Budget Manager, then by the AVP of Business Affairs, before it continues on with the rest of the approval path/structure if the item was over \$5000.00. Below is the list of the Restricted General Ledger Codes for Department Requisitions and Disbursement Requests:

<u>GLC</u>	<u>DESCRIPTION</u>
50000	POOLING-PERSONNEL EXPENSE
60000	POOLING-CURRENT EXPENSE
64006	HAZARDOUS WASTE REMOVAL
65504	HAZARDOUS MATERIAL INSTR APPRO
65701	DATA SFTWR-EDUC-NON-CAP
65702	DATA SFTWR-ADMIN-NON-CAP
65703	DATA SFTWR-SUBSCRPTNS-NON-CAP
66006	HAZARDOUS MATERIALS NON INSTR
67510	HAZARDOUS MATERIALS RESALE APP
70000	POOLING-CAPITAL OUTLAY
72001	DATA SFTWR-EDUC-NON CAP
72002	DATA SFTWR-ADMIN-NON CAP

**General Ledger Code Review for Purchasing Cards** is an extra level of approval created only for the Purchasing Card before the card transactions post to the general ledger. After completing the data entry of the purchasing card transactions, send the transaction for approval, if the person entering the transactions is the Budget Manager of the qual, the transaction will be forwarded to the Purchasing Department. If the person entering the transactions is not the Budget Manager of the qual, then once sent for approval to the Budget Manager and approved by the approval path/structure of the qual, it is electronically forwarded to the Purchasing Card General Ledger Review Team in the Purchasing Department. This team will verify that the general ledger codes used online correspond with the credit card statement and receipts (once original paperwork is forwarded to Purchasing). If everything is in order they can approve the reconciliation and it will post. If the general ledger codes are incorrect, they can reject the item, and the data entry person can make all necessary corrections, and forward for approval again. This process will ensure that all items posted to the General Ledger are correct.

**Edit Rules** are another level of approval for Budget Transfers only. An Edit Rule is a processing rule which directs all Budget Transfers utilizing quals and or general ledger codes with an Edit Rule not to post until reviewed by the respective department. We have several Edit Rules, R023 for Budget (restricted general ledger codes, see chart below), R025 for Grants (Fund 2) and R026 Facility (Fund 7). When a budget transfer is approved by the Budget Manager, if the general ledger code used or if the qual is a Fund 2 or 7, the budget transfer will automatically go to the corresponding department for review, either the Budget Department for general ledger codes or the Restricted Accounts Management Department for Funds 2 and 7.

## **Restricted General Ledger Codes with Edit Rule R023 for Budget Transfers Only**

**Full-time Salary GL codes:**

51000 51100 51200 52001 52002 52003 52004 52005 52300 53000 53300 54000

**Mandatory Transfers-Out and Non-Mandatory Transfers -Out GL Codes:**

69110 69120 69130 69140 69150 69160 69170 69180 69210 69220 69223 69224 69225 69230  
69240 69250 69270 69280

**Instructional Overloads – Faculty and Non Faculty:**

52100 52101

**Part-time Instructional – Adjunct Instructor, Librarian, Counselor, Coach, Instructional Supervisor:**

56000 56001 56002 56003 56004 56005

**Instruction – Substitutes:**

56100 52200

**Hospitality:** 69507

**Promotions and Public Relations:** 69506

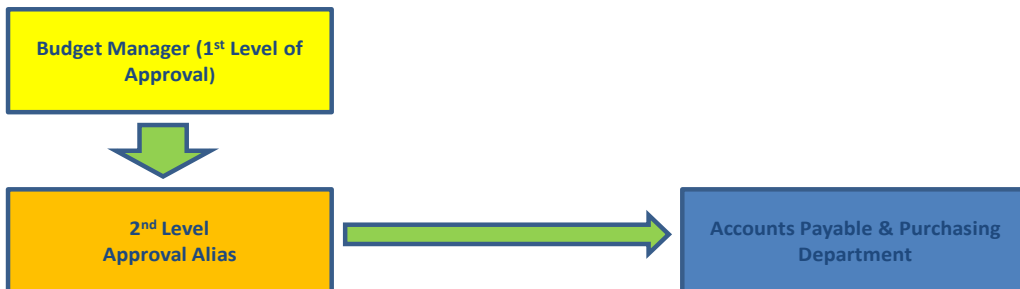
**Minor Equipment:** 70501 Fund 7 only. For all others 66506, Minor Furniture & Equip.

# The following flow charts illustrate Approval Paths

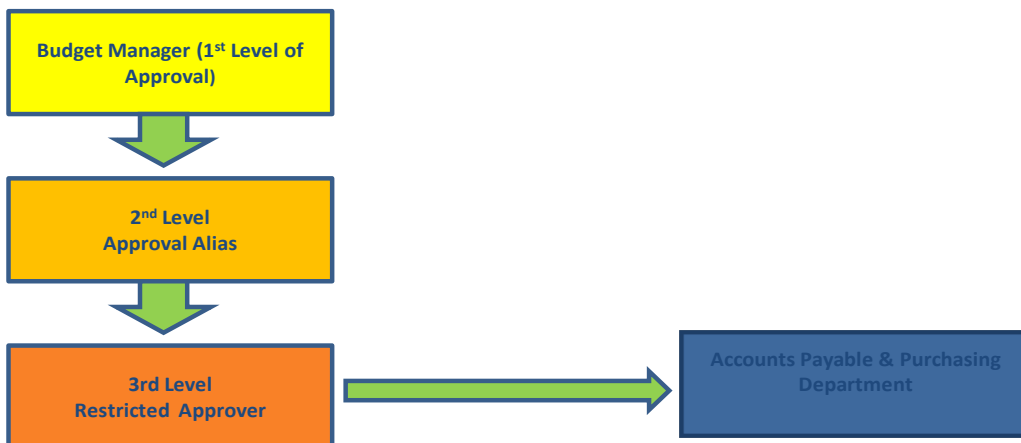
**Department Requisitions, Disbursement Requests & Purchasing Card Approval Path, Less than \$5000.00, no restrictions.**



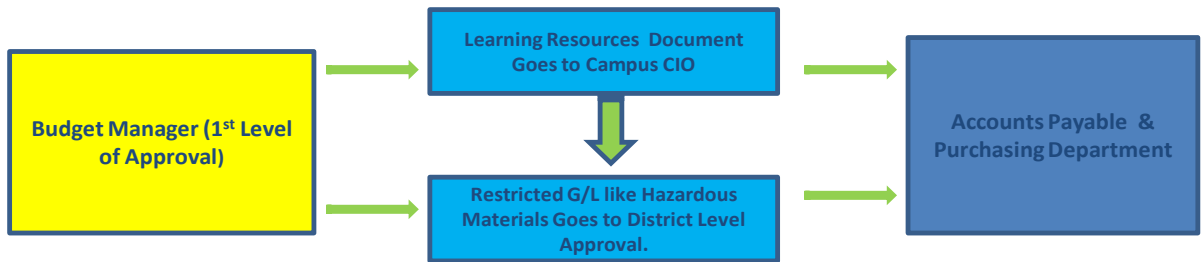
**Department Requisitions, Disbursement Requests & Purchasing Card Approval Path, \$5000.00 - \$14,999.00, no restrictions.**



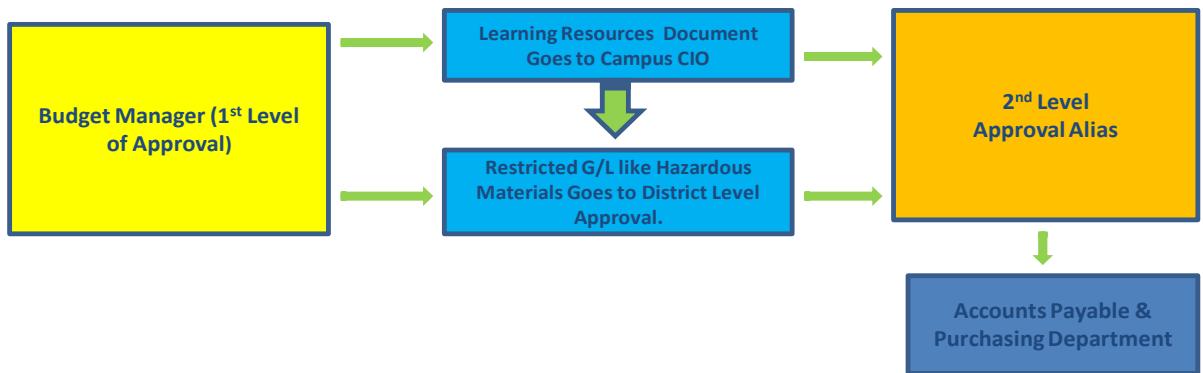
**Department Requisitions, Disbursement Requests & Purchasing Card Approval Path, over \$15,000.00, no restrictions.**



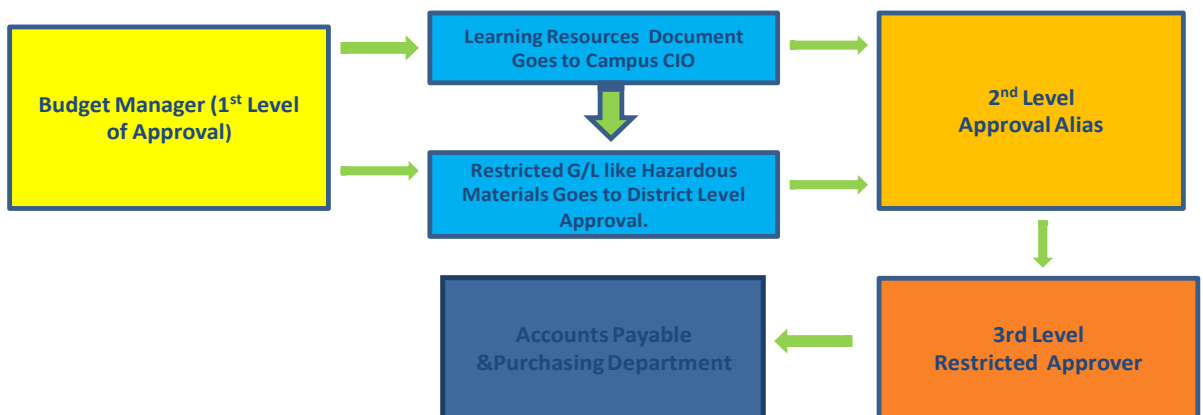
**Department Requisitions & Disbursement Requests Approval Path, Less than \$5000.00, with restrictions.**



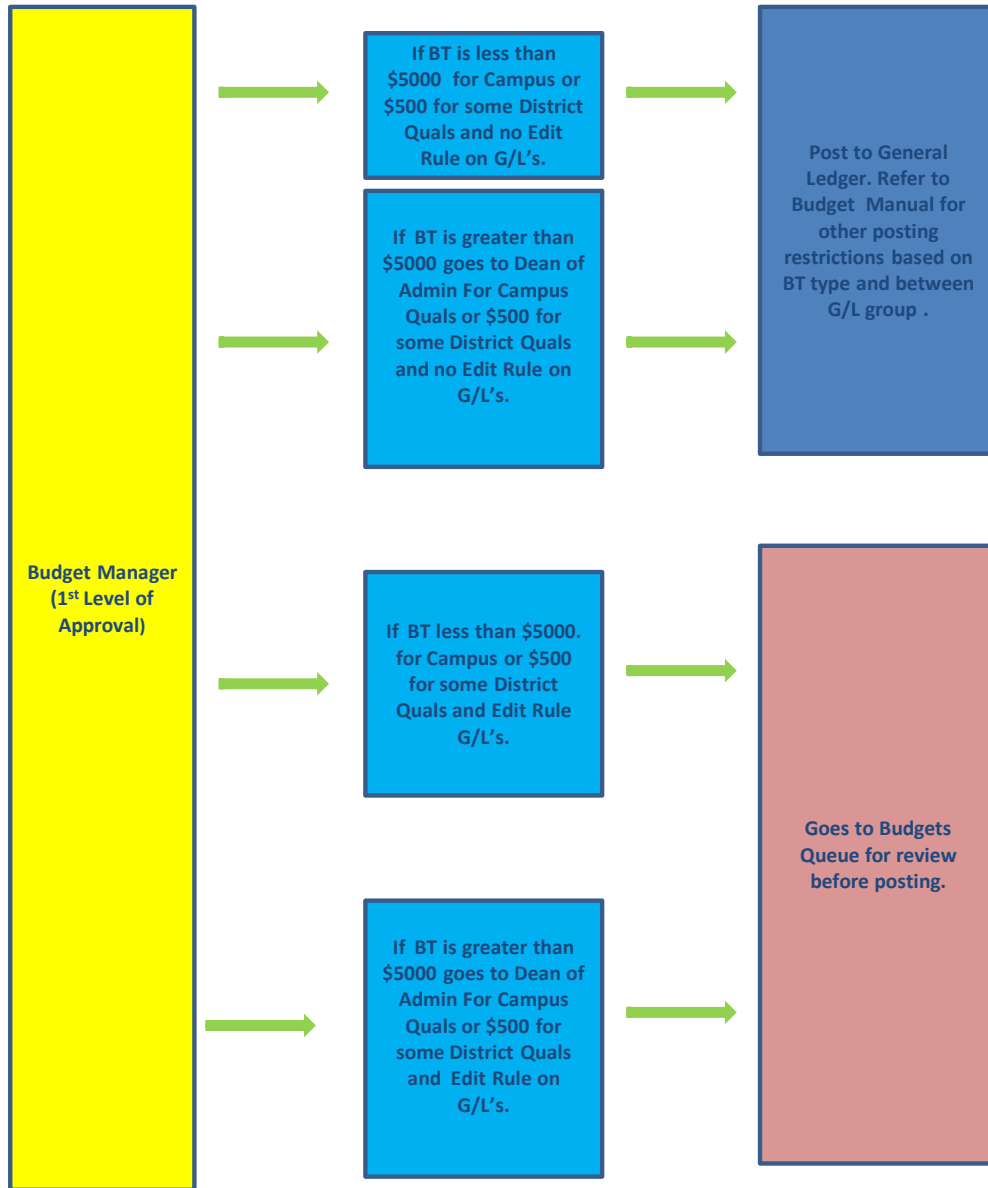
**Department Requisitions & Disbursement Requests Approval Path, \$5000.00 - \$14,999.00, with restrictions.**



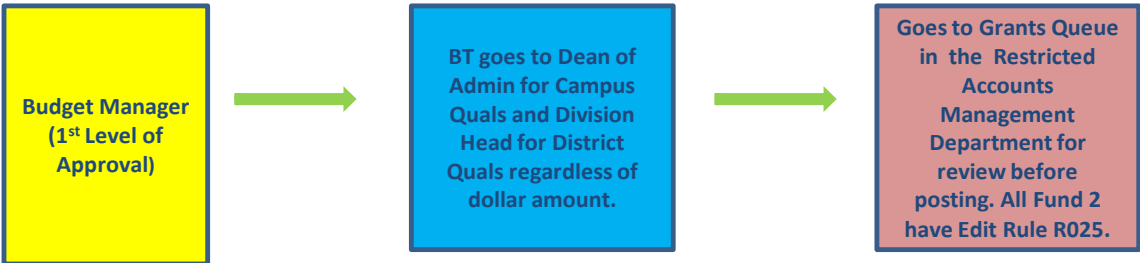
**Department Requisitions & Disbursement Requests Approval Path, over \$15,000.00, with restrictions.**



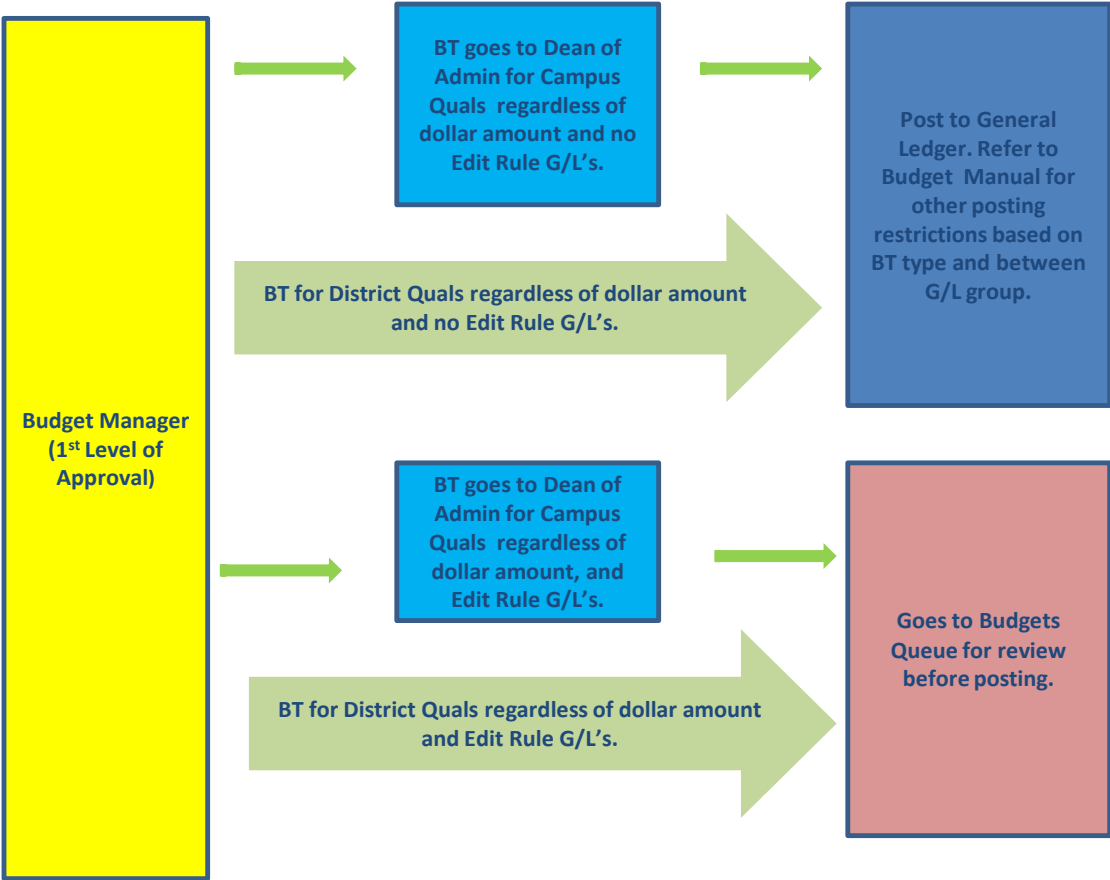
# Budget Transfers Approval Path Fund 1.



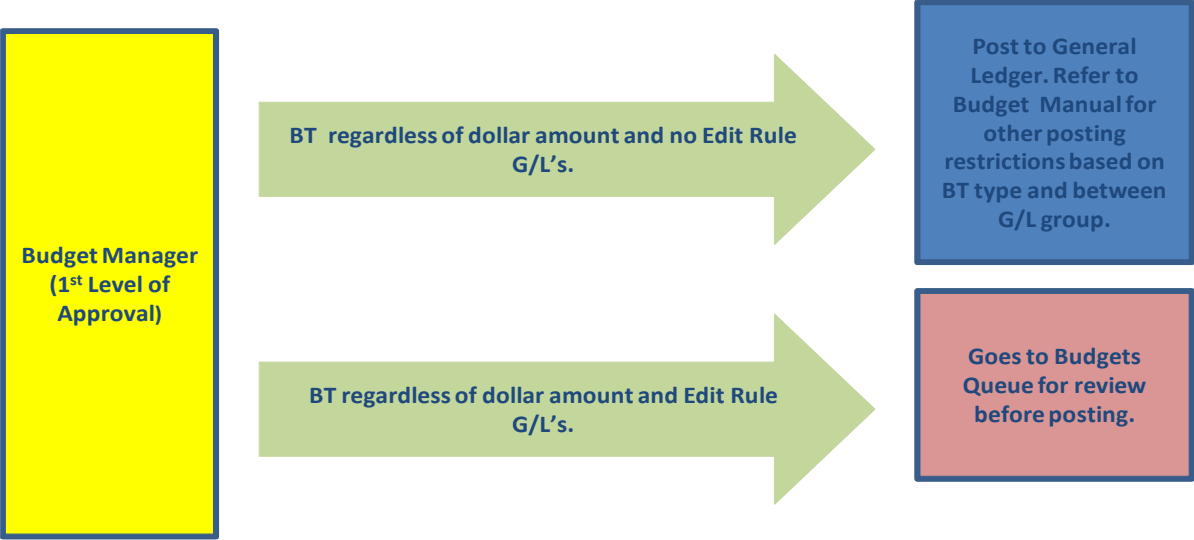
### Budget Transfers Approval Path Fund 2



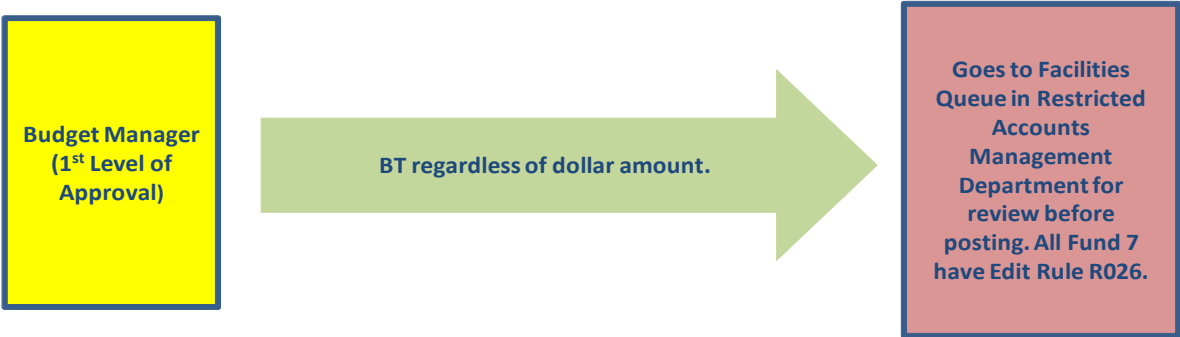
### Budget Transfers Approval Path Fund 3



### Budget Transfers Approval Path Fund 6



### Budget Transfers Approval Path Fund 7



## Finance and Payroll Security Access:

In order to obtain access to the Finance and Payroll system, an access security form should be completed, signed by your supervisor, signed by the Dean of Administration on your campus or Division Head for District and forwarded to Finance Security & Chart of Accounts Department in Business Affairs.

We have two different security forms and both are located on our website under Business Affairs:

- ***Access/Change Request Form***

[www.mdc.edu/businessaffairs/Papers/Forms/Access%20Request%20Change%20Form%2011-09.pdf](http://www.mdc.edu/businessaffairs/Papers/Forms/Access%20Request%20Change%20Form%2011-09.pdf)

- ***Approval Path Change Form***

[www.mdc.edu/businessaffairs/Papers/Forms/Approval%20Path%20Request%20Form%2011-09.pdf](http://www.mdc.edu/businessaffairs/Papers/Forms/Approval%20Path%20Request%20Form%2011-09.pdf)

### When to use the Approval Path Request Form (Account)

1. When adding a **new account**:

- To a **new** Approval Path User Group (Business Affairs will assign the new Qual number and the new User Group number).
  - Complete the contact information section.
  - Check off the Payroll box if the quals are needed for Payroll.
  - Complete the Approval Path section as indicated on the form. If you are naming more than two preparers, you may attach a list with the names and User ID's of the additional users.
  - In order for security to be established, several factors have to be taken into consideration. These factors are determined by the criteria on the request form. For example: when a user is to be given Approver access to a particular account in the Finance system, their pay grade level must be, at least, an 18 for Academic. For Payroll, the pay grade level of an Approver must be, at least, a 12.
  - Obtain the Department Head signature and the Dean of Administration for Campus quals.
- To an **existing** User Group (Business Affairs will assign the new Qual number).
  - Complete the contact information section.
  - Enter the User Group number.
  - Complete Approver section for verification only.
  - Obtain the Department Head signature and the Dean of Administration for Campus quals.

2. When **changing approval path** on an **existing account**/User Group:

- Complete the contact information.
- Print the account number(s) or User Group you are requesting to change.
- If you are requesting to separate quals from one User Group into two different User Groups, please list all of the qual you want changed on the form.
- Check off the Payroll box if the quals are needed for payroll.
- Complete the Approval Path section as indicated on the form. If you are naming more than two preparers, you may attach a list with the names and User ID's of the additional users.
- This will completely replace the existing approval path.
- No additional forms will be required for users on the existing approval path unless they have left the college, then the Access/Change Request form with Person to Removed must be completed.
- In order for security to be established, several factors have to be taken into consideration. These factors are determined by the criteria on the request form. For example: when a user is to be given Approver access to a particular account in the Finance system, their pay grade level must be, at least, an 18 for Academic. For Payroll, the pay grade level of an Approver must be, at least, a 12.
- Obtain the Department Head signature and the Dean of Administration for Campus quals.

The following page contains a sample of the Approval Path Form.

**APPROVAL PATH REQUEST FORM**  
**MIAMI DADE COLLEGE**  
**BUSINESS AFFAIRS – ODYSSEY FINANCE/PAYROLL SECURITY**  
(SEE DETAILED INSTRUCTIONS ON BACK)

Once this form is completed, print and mail original to Business Affairs –Finance Security & COA, Room 1142, Kendall Campus. In an emergency, forms may be faxed to 7-0957. If you have any questions regarding this form, please call Business Affairs at 7-0375 or 7-0395.

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CAMPUS: \_\_\_\_\_ DATE: \_\_\_\_\_  FINANCE  PAYROLL

To add an account to an existing user group in Finance, list account(s) to be added and the user group number. To change the entire approval path on an existing user group, list the user group number.

ACCOUNT NUMBER(S): \_\_\_\_\_  
NEW ACCOUNT INFO.: Fund: \_\_\_\_\_ Title: \_\_\_\_\_  
USER GROUP: \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Complete this section when establishing an approval path for a new user group, or when changing the entire approval path on an existing user group in Finance or when creating a new Payroll account.

**DEPARTMENT REQUISITION / DISBURSEMENT REQUEST PREPARER(S); PAYROLL PREPARER(S)**

FULL NAME: \_\_\_\_\_ FULL NAME: \_\_\_\_\_  
USER ID: \_\_\_\_\_ USER ID: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**BUDGET MANAGER APPROVER: PAYROLL APPROVER**

FULL NAME: \_\_\_\_\_ USER ID: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ PAY GRADE: \_\_\_\_\_  
POSITION: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**RESTRICTED APPROVER \$5,000 – 14,999: PAYROLL APPROVER**

FULL NAME: \_\_\_\_\_ USER ID: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ PAY GRADE: \_\_\_\_\_  
POSITION: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**RESTRICTED APPROVER \$15,000 AND ABOVE: PAYROLL APPROVER**

FULL NAME: \_\_\_\_\_ USER ID: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ PAY GRADE: \_\_\_\_\_  
POSITION: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**CAMPUS/DISTRICT AUTHORIZING SIGNATURE (REQUIRED):**

PLEASE NOTIFY ALL USERS IDENTIFIED ON THIS FORM IF THEY HAVE BEEN IDENTIFIED IN THE SYSTEM AS A PAYROLL PREPARER OR APPROVER THEY MUST NOT PICK UP PAYROLL CHECKS.

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FINANCE/SECURITY DEPARTMENT ONLY:**

PROCESSED BY: \_\_\_\_\_ SYSTEM: \_\_\_\_\_ DATE: \_\_\_\_\_  
LOGGED BY: \_\_\_\_\_ LOG # \_\_\_\_\_ DATE: \_\_\_\_\_  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
SCANNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RESET

**INSTRUCTIONS:**

- Please type or print clearly.
- Use this form to establish the approval path on a new account, to add accounts to an existing user group, or changing the entire approval path on an existing user group. (See definition of *User Group* below.)
- **ALL CHANGES SPECIFIED ON THIS FORM WILL SUPERCEDE THE CURRENT APPROVAL STRUCTURE.** If you need to add, remove, or change access for an individual, use the form entitled *Access/Change Request Form*.
- The signature of the individual responsible for the account(s) or a campus authorizing signature is required on all requests.
- Do not complete the 'FINANCE/PAYROLL SECURITY DEPT. ONLY' section.

**APPROVAL PATH QUICK REFERENCE**

USER TYPE	SYSTEM	FUNCTION	RESTRICTION	PAYGRADE
Preparer	PAYROLL	Prepares electronic rosters for approval.		Any
	FINANCE	Prepares DN and DS transactions.	Cannot prepare BT's or approve any transactions. Purchasing Card Data Entry Access is requested on a separate form.	Any
Approver  Budget Manager 1 <sup>st</sup> Level Approver up to \$4999.99.	PAYROLL	Approves/Rejects electronic roster.	Cannot prepare rosters.	Paygrade 15 or higher.
	FINANCE	Executes BT transactions. Approves/Rejects BT, DN, DS and PC transactions.	An approver cannot prepare DN nor DS transactions. An approver can enter Purchasing card data entry (separate access) and approve the transaction if using their qual. The reconciliation paperwork must be signed by the Approver's supervisor prior to submitting to the Purchasing Dept.	Academic — Paygrade 18 or higher.  District or Non-Academic — Any administrative level.
Restricted Approver 2 <sup>nd</sup> Level Approver \$5,000 to \$14,999.99.  <i>Supervisor of Approver/Budget Mgr.</i>	FINANCE	Approves/Rejects all transactions From \$5,000 to \$14,999.99.	Same restrictions as Approver/Budget Mgr.	Academic — Paygrade 18 or higher.  District or Non-Academic — Any administrative level.  Must be one level higher than the Approver/Budget Mgr., but no higher than the Campus President.
		Backup for 1st Approver in his or her absence.		
Restricted Approver 3 <sup>rd</sup> Level Approver \$15,000 and above.	FINANCE	Approved/Rejects all transactions \$15,000 and above.	Same restrictions as Approver/Budget Mgr.	Must be two levels higher than the Approver/Budget Mgr., but no higher than the Campus President.
		Back-up for 2nd Approver in his or her absences.		
Alias Approver	FINANCE	Back-up for Approvers in his or her absence.	Same restrictions as Approver/Budget Mgr. Alias Approver must be assigned prior to need and it is a person selected by the Approver to be their alias in their absence.	Academic – Paygrade 18 or higher.  District or Non-Academic — Any administrative level.

BT = Budget Transfer

DN = Department Requisition

DS = Disbursement Report

PC= Purchasing Card

**USER GROUPS**

A User Group is identified by an eight-digit ID, assigned to all accounts within a shared approval path. All users in a User Group share account information. A User Group must have preparers and approvers, and at least one account number. User Groups and account numbers (Qual 1) are assigned by Business Affairs. All accounts within a User Group share the same approval path. If you do not know your user group number, use the User Group module to find it (Path = OD, CM, IQ, UG, UG).

**MODELS**

The following is a listing of models available in ODYSSEY. Models are groups of **modules** (or Programs) that are assigned to users on a job-specific basis. While a single user can have multiple models assigned to them, no single user will ever be assigned all models. In other words, **models must be consistent with the user's job description.**

MODEL ID	NAME	SYSTEM(S)
APPROVER	APPROVER'S	FI UT
DISPLAY	USER DISPLAY ONLY	FI UT
PAYAUTH	PAYROLL AUTHORIZER	PE UT
PAYBROW	PAYROLL BROWSER	PE UT
PAYPREP	PAYROLL PREPARER	PE UT
UPDATE	UPDATE (DISB/DEPT REQ)	FI UT

## When to use the Access/Change Request Form (Personnel):

1. When requesting **new or change access for a user**:
  - Complete contact information on the Access/Change Request Form.
  - Fill out the entire "Person To Be Added" section.
  - Specify all the accounts or User Groups affected. Use "Comments" area or attach a list if additional space is needed.
  - When a User group is listed, there is no need to list Qualls regardless of whether for payroll or finance.
  - Make sure to check off security needed.
  
2. When **replacing one user** with another:
  - Complete contact information.
  - Fill out the entire Person to be Added section.
  - Specify all the accounts or User Groups affected. Use "Comments" area or attach a list if additional space is needed.
  - When a User group is listed, there is no need to list Qualls regardless of whether for payroll or finance.
  - Make sure to check off security needed.
  - Fill out the entire "Person to be Removed" section.
  
3. When **removing a user's** access:
  - Complete contact information
  - Fill out the entire "Person to be Removed" section.
  - Specify all accounts or User Groups affected. Attach a list if needed.
  - Make sure to select the correct reason for removing users:
    - ✓ Place a 'check mark' on the box labeled "College" to remove a user from the entire system.
    - ✓ Place a 'check mark' on the box labeled "Department/Campus" only to remove a user from all the User Groups and accounts that belong to your department and to remove screen access for Finance and Payroll Systems.
    - ✓ Place a 'check mark' on the box labeled "User Group" to remove the user from a particular account /User Group.

Make sure forms are completed. Any omissions will result in a processing delay. All forms must be signed by the supervisor/Department Chair and Dean of Administration for your Campus or Division Head for District.

The following page contains a sample of the Access/Change Request form.



## **Chart of Accounts:**

Accounts are needed for everything. The college could not function without accounts for courses, payroll, grants, etc. The *Accounting Manual for Florida's Public Community Colleges* is authorized by Florida State Board of Education. The *Accounting Manual* is made a part of the rules of the State Board of Education. The rule requires financial records and accounts of each community college to be kept in accordance with the *Accounting Manual*. The *Accounting Manual* has been developed to provide a uniform accounting system for the State's community colleges. The major objective of the manual is to provide uniform terminology and classifications in order that there is comparability between the various community colleges within the State with respect to financial reporting. Chart of Accounts in Business Affairs is responsible for setting up quals and making sure the rules are followed for all fund 1. We created the Modification of Chart of Accounts form for all requests, from creating, changing and inactivating quals.

### ***Modification of Chart of Accounts Form:***

<https://www.mdc.edu/businessaffairs/Papers/Forms/COA-Form%20and%20Instructions%20Revised%20111009.pdf>

On the next page contains a sample of the Modification Chart of Accounts form.

**MODIFICATION OF CHART OF ACCOUNTS**  
**MIAMI DADE COLLEGE - Business Affairs - ODYSSEY**

Please mail completed "original" form to Business Affairs Finance Security & COA Dept, Kendall Campus, Room 1142 for processing. In an emergency forms may be faxed to 7-0957. If this is a new account, please attach the Approval Path form, located under the BA Website. If you have any questions, please call Business Affairs at 7-0376 or 7-0395. For help on completing this form, please see *Instructions* on pages 2 thru 3.

Contact Person	Phone	Date	Department	Dept. Head Signature	Print Name & Title	Date

Add/ Inactivate GL	ICS CODE	Description Include: Course Type (i.e. A&P) and Discipline	Org Unit	Qual 1	Loc

Required for new accounts.  
Please refer to chart below.

Fin. Acct.	Instr. Acct.	Non-Instr. Acct.	Campus Ind.
-	-	-	-
-	-	-	-

Department Name: \_\_\_\_\_

School: \_\_\_\_\_

Replaces Qual: \_\_\_\_\_

Additional GL-Codes to be attached (See system default GL Codes on the back):

GL Codes	GL Codes	GL Codes	GL Codes	GL Codes	GL Codes

Brief Description of Intended Use:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>For Business Affairs Security use only.</b>	Updated by:	Date:
	Logged by:	Date:
	Log #:	
	BA Approved:	Date:
	Scanned by:	Date:

Select	Financial Activities	Select	Instructional Accounts	Select	Non-Instructional Accounts	Select	Campus Indicators	Location
1	Current Funds Unrestricted	1	Instructional			N	North Campus	10
2	Current Funds Restricted	2	Vocational	2	Organized Research	K	Kendall Campus	20
3	Auxiliary Funds	3	Developmental Instruction	3	Public Service	W	Wolfson Campus	30
4	Loan and Endowment Funds	4	Recreational and Leisure	4	Academic Support	X	New World School of the Arts	30
5	Scholarship Funds	5	Economic Development Training Centers	5	Student Support	M	Medical Campus	40
6	Agency Funds	9	Other Personal Objectives	6	Institutional Support	H	Homestead Campus	50
7	Unexpended Plant Funds			7	Physical Plant Operations & Maintenance	I	Inter-American Campus	60
8	Retirement of Indebtedness Funds			8	Student Financial Assistance	L	Hiialeah Campus	70
9	Investment in Plant Fund			9	Contingency, Transfers, Etc.	S	West Dade Campus	80
						D	District	90



INSTRUCTIONS

**Establishing/Modifying Accounts:**

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All requests to create or modify an account in the Odyssey Finance System must be submitted on the correct form to the Business Affairs Finance Security & COA Department, Kendall Campus, Room 1142 for processing. *ALL ORIGINAL FORMS MUST BE SUBMITTED. IN CASE OF AN EMERGENCY, FORMS MAY BE FAXED TO 7-0957. ANY FORMS SUBMITTED WITHOUT AN AUTHORIZING SIGNATURE WILL NOT BE PROCESSED.*

**1. ADD (To establish a new account)**

Complete the Contact Information on the **Modification of Chart of Accounts** Form.

- (A) Print "A" under the "Add/Inactivate GL" heading.
- (B) For instructional accounts print ICS Code number under the "ICS Code" heading.
- (C) Print suggested account title under the "Description" heading. For instructional accounts include Course Type and Discipline as part of the description.
- (D) For each account select the "Financial Activity digit", "Instructional or Non-Instructional digit", and the "Campus Indicator" letter as described in the chart. This is found on the lower right corner of the form.
- (E) Refer to section III of this sheet for a definition of the main Funds and for GL codes assigned to each account by Fund as the "System Default GL Codes". If additional GL codes are required list them under "Additional GL Codes to be Attached".
- (F) Provide additional information under the "Brief Description of Intended Use" heading.

\*Note: Security forms are required when requesting a new Qual 1.

**2. GENERAL LEDGER CODE (To add a GL-Code to an existing account)**

- (A) Complete the Contact Information on the **Modification of Chart of Accounts** Form.
- (B) Print "GL" under the "Add/Inactivate GL" heading.
- (C) Print the Qual 1 characters under the "Qual 1" heading.
- (D) List the required general ledger codes under "Additional GL Codes to be Attached". Before requesting a GL code to be added, review the back of the form for a list of "System Default GL Codes".
- (E) Provide additional information under the "Brief Description of Intended Use" heading.

\*Note: Security forms are not required when requesting GL codes.

**3. FUND DEFINITIONS FOR COMMONLY REQUESTED ACCOUNTS.**

Fund 1 Current Funds-Unrestricted:

This fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college. The only restrictions on the resources of this fund are those imposed by law, regulation or the budget. Staff and Program Development funds shall be recorded in this fund, subject to applicable rules and regulations. Resources accounted for in this fund have no restrictions imposed by external agencies and it is anticipated that such resources will be utilized in the near term. All direct instructional activities of the college are accounted for in this fund or the Current Funds-Restricted. This fund is the only fund reported in the data elements submitted to the Financial Database. All state general revenues and lottery funds are reported in this fund.

Fund 2 Current Funds Restricted:

As in Fund 1, this fund is used to account for those economic resources, which may be used to accomplish the primary and supporting objectives of the college, however, such resources have been restricted by the donors or other outside agencies. Local Board of Trustees may not create restricted funds. The restrictions must be imposed by agencies or individuals outside the college. Examples of restricted current funds for constructions would be gifts of grants received which may be used only for specified purposes or programs. Restricted funds received, loans or scholarships are not credited to this fund since they are not available for current operations. Likewise, laboratory fees, financial aid fees, parking fees, etc. are not for this fund. Student activity and service fees may be recorded in fund and expenditures or transfers accounted for thereto.

Fund 3- Auxiliary Funds:

Auxiliary enterprises are established primarily to provide non-instructional services for sale to students, faculty and staff, and are intended to be self-supporting. The general public may be incidentally served by auxiliary enterprises although that is not their primary purpose. Fees charged by auxiliary enterprises are related to, but not necessarily equal to the cost of the goods or services provided.

Fund 6-Agency Funds:

This fund is used to account for resources held by a college as custodian or fiscal agent for others, such as funds of student or staff organizations/clubs and temporary revenue/expenditure accounts which serve as clearing accounts for the college.

Transactions of Agency Funds usually represent charges or credit to the individual asset and liability accounts. If a college wishes to, however, it may use its regular revenue and expenditure codes to record Agency Funds transactions.

It is usually desirable to class agency accounts into two groups:

- Clearing Accounts-Temporary accounts to aid the college in distributing income and expenditures between funds.
- Organizations-Activities of students, staff or faculty or other organizations indirectly related to the college.

**4. DEFAULT GL CODES BY FUND**

SYSTEM DEFAULT GL CODES (FUND 1)

50000	56500	60000	66001	70000
51100-51200	57000	60501-60503	66501-66507	70601-70602
52001	58001-58401	61001-61002	69508	70606
52100-52101	58501-58504	62001-62002		71011
52200-52300	59100-59101	62501-62506		71021-71023
53000	59110-59111	63001-63010		71031-71032
53001-53100	59203	64501-64502		72001-72002
53300	59212	64508-64510		
53500	59300-59302	64514		
54000	59500	65001		
54100	59511	65010		
54500	59701-59703	65501-65506		
56000-56001		65701-65702		

SYSTEM DEFAULT GL CODES (FUND 3)

22501
31101

SYSTEM DEFAULT GL CODES (FUND 6)

21101
-------

SYSTEM DEFAULT GL CODES (FUND 2)

51000	56000-56001	60501-60510	67602-67603	70601-70606
51100	56100	61001-61002	68001-68007	71000
51200	56500	61501-61505	69506-69508	71011
51500	57000	62001-62003	69601-69602	71020-71025
52000-52006	58001	62504-62506		71031-71032
52100-52105	58100	63001-63010		72001-72003
52300	59100-59102	63505-63509		
53000-53100	59110-59111	64501-64514		
53300-53301	59200-59203	65001-65010		
53500	59211-59212	65501-65506		
54000-54101	59500	65701-65703		
54500	59701-59704	66001-66002		
55000		66503-66507		

## PROCEDURES FOR ESTABLISHING AND/OR MODIFYING ACCOUNTS

All modifications to an Account in the **Odyssey Finance System** must be submitted on the correct form to the Business Affairs Finance Security & Chart of Accounts Department, Kendall Campus, Room 1142 for processing. ALL FORMS SUBMITTED MUST BE "ORIGINALS ", IN THE CASE OF AN EMERGENCY FORMS MAY BE FAXED TO 7-0957. ANY FORMS SUBMITTED WITHOUT AN AUTHORIZING SIGNATURE WILL NOT BE PROCESSED.

### I. ADD (To establish a new account):

- Complete the contact information on the Modification of Chart of Accounts Form.
  - Print "A" under the "Add/Inactivate/GL" heading.
  - For instructional accounts print ICS Code number under the "ICS Code" heading.
  - Print suggested account title under the "Description" heading. For instructional accounts include Course Type and Discipline as part of the description.
  - For each account select the "Financial Activity Digit", "Instructional or Non-instructional Digit", and the "Campus Indicator Letter" as described in the chart found on the lower right corner of the form.
  - Refer to the back of the form for GL codes assigned to each account by fund as the "System Default GL Codes", if additional GL codes are required list them under "Additional GL Code to be attached".
  - Provide additional information under the "Brief Description of Indented Use" heading.
- A. *Approval Path Request form* is needed when adding a new account to an existing User Group:
- B. *Approval Path Request form* is needed when adding a new account to a new approval path (User Group):

### II. GENERAL LEDGER CODE (To add a GL-Code to an existing account):

- Review the Chart of Accounts form to determine if the GL codes already exist for the desired Qual.
- If you are a preparer, when you enter a CM DR AD, Department Requisitions or CM DM AD, Disbursement Request, in the account information, after typing in the Qual, tab to GLC and press PF1, this will display all of the GL's attached to the Qual.
- If you are an approver, to view the GL codes attached to an account type CM CB BT BT Type the Qual and move cursor to the "GLC" field and press <PF1 >. To browse through all the GL Codes in the Qual use <PF8> to go forward and <PF7> to go backwards.
- Complete the contact information on the **Modification of Chart of Accounts Form**.
- Print "GL" under the "Add/Inactivate/GL" heading.
- Print the Qual characters under the "Qual" heading.
- Print the general ledger codes desired or attach a list of GL Codes.
- Provide additional information under the "Brief Description of Intended Use" heading.
- Obtain Department Head signature and Dean of Administration signature for Campus qual. For District just obtain the Department Head signature.
- Note: Approval Path form is not required when requesting GL codes.

### **III. INACTIVATE (To discontinue use/close account):**

- Complete the contact information on the **Modification of Chart of Accounts** Form.
- Print "I" under the "Add/inactivate/GL" heading.
- Print the account title under the "Description" heading.
- Print the Org Unit, Qual, and Loc characters under each respective heading.
- Provide the reason for inactivating the account under the "Brief Description of Intended Use" heading.
- Business Affairs will run reports to make sure no activity, courses or positions are on the qual.
- If activity exists, the qual will not be inactivated until all is removed by the corresponding departments.
- \*Note: Approval Path Form is not required when inactivating an account.

# FINANCE APPROVAL SYSTEM

## PATH: CM AS

The following screen illustrates the **Approval System Menu**.

```
MFU000P1                      ***** MDC COLLEGE SYSTEM *****
Oct 25,09                      - MDC PRODUCTION MAIN MENU -                      10:06 PM

Code System/Function/Explanation
-----
AS Approval System Menu
CB Campus Budgets
DR Department Requisition Menu
DM Disbursement Request Menu
TR Travel Request
TA Time and Attendance Menu
RR Recurring Request Menu
EI EFT Information Menu
IQ Campus Inquiry Menu
PC Purchasing Card Menu
? Help
. Terminate
-----

Code: AS

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

This screen is the main menu screen where you select the **Approval System Menu**. Your cursor will be positioned on the right of “Code”, type AS and press <Enter>.

```
FIU002P0                      ***** FINANCIAL SYSTEMS *****
Oct 25,09                      - Approval System Menu -                      10:12 PM

Code Function
-----
AD Approval Inquiry by Date
AS Approval Inquiry by System
DQ Document Inquiry
ID Delegate Your Alias'
IS Select Your Alias'
? Help
. Terminate
-----

Code: __

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

The Approval System menu allows access to modules that let you approve financial related documents, view document status and select your alias. To select a specific function from the menu, type the two letter code for the function to be worked on in the Code field and press <ENTER>.

Menu options and their general descriptions are as follows, we display all of these options in the next few pages:

**AD Approval Inquiry by Date:**

This function uses the date as a selection criteria, displays documents waiting for your approval by date order. In this screen you are allowed to view the documents and its approval path, and approve or reject the transaction.

**AS Approval Inquiry by System:**

This function uses the system id as a selection criteria, displays documents waiting for your approval by system id. There are a few system ids; FIB-Budget (Budget Transfers), FIP-Purchasing (Department Requisitions), FIN- Financial (Disbursement Request) and FIA-Payables (Purchasing Card). This screen allows you to see the documents and its approval path, approve or reject the transaction.

**DQ Document Inquiry:**

This function allows you to view transaction activity of financial documents regardless of its stop on the approval path. It will display all documents approved, rejected, canceled, and in progress status. You can determine who has already approved the transaction and who else has to approve it.

**ID Delegate Your Alias:**

This function will be performed by Business Affairs. Your Alias should be your supervisor. Your Alias will be able to access and approve all the documents in your approval queue.

**IS Select Your Alias:**

When other Department Chairpersons or Budget Manager/Approver authorizes you to perform their system functions, such as approving documents, you are called an alias. (This authority is assigned by Business Affairs once the Approval Path Form is completed.) The Select Your Alias screen will list all of the people who have given you authority to function as his/her backup. When selecting a name from the list, you will carry out their financial responsibility without needing to know their ID and password.

## APPROVAL INQUIRY BY DATE PATH: CM AS AD

## APPROVAL INQUIRY BY SYSTEM PATH: CM AS AS

```
FIU002P0          ***** FINANCIAL SYSTEMS *****          10:42 PM
Oct 25,09          - Approval System Menu -

Code Function
-----
AD Approval Inquiry by Date
AS Approval Inquiry by System
DQ Document Inquiry
ID Delegate Your Alias'
IS Select Your Alias'
? Help
. Terminate
-----

Code:
Direct command...: _____

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

These screens will display all documents waiting for your approval. This means these documents have reached your Approval stop. You may follow either one of the above paths to access the screen that allows you to approve, display the document, display the document's approval path or reject documents pending approval. Documents will automatically appear on these screens when they reach your stop on the approval path. To demonstrate this module, the "Approval Inquiry by Date" screen, illustrated below, will be used. Please be aware that either of these screens can be used for this purpose, but you should choose the one that meets your needs.

If the screen is blank and there are no transactions pending approval, you will see the message at the bottom of the screen: "No records found for the current input."

```
FIU225P1          ***** FINANCIAL SYSTEMS *****          FIU225M2
Oct 25,09          - Approval Inquiry by Date -          1 more >

Action   Date      Status      System      Document Type      Document Id
-----
_        10/22/2009  Current    PAYABLES    PURCHASING CARD    2010A002514

*** End of Data ***

Submit Date _____ System ID ____ Doc Type __ Doc ID _____
Show Future Approvals: _ (Y to see future documents)
Direct Command: _____
Approve  DDetail  Display  Reject
```

The approval screen may display a lengthy list of documents. You may want to narrow your selection criteria by typing in one or more of the following in the designated fields starting with the left.

1. **Submit Date:** Date Submitted (format: mmddyyyy) is specified when you want the documents of your choice to display by the date they were submitted for approval. (Note that this is not the first field display choice when using "Approval Inquiry by System" screen -Path: CM AS AS).
2. **System Id:** Codes for the system where the document originated. You must enter FIN (Financial System for Disbursement Requests), FIP (Purchasing System for Department Requisitions), FIB-Budget (Budget Transfers), and FIA-Payables (Purchasing Card) depending on the choice of documents you want displayed.
3. **Doc Type:** Document Type, are codes that represent the types of documents listed in this module, such as DN (Department Requisitions), DS (Disbursement Requests.), BT (Budget Transfers) or PC (Purchasing Card). You may type in your choice and only those document types will be displayed on your screen. This screen allows you to see the documents and its approval path, approve or reject.
4. **Doc ID** Document ID,( YYYYNNNNNN for Disbursement Requests, YYYY00NNNNNN for Department Requisitions, UYYYYMMBTNNNNN00001H for Budget Transfers) is the number identifier for the document you wish to display at the top of the list. (Note that this is not a field display choice when using "Approval Inquiry by System" screen Path: CM AS AS).
5. **Show Future Approvals** Type Y (yes) in this field to display the future documents not yet ready for your approval. These documents have been sent for approval but have not reached your approval stop.

After you have made your selection of documents in the approval queue, 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 of the following action codes.

<u>Action</u>	<u>Activity</u>
Approve	A: Activates the approval of the document, then pressing <Enter> displays a message at the bottom of the screen: "Document NNN Approved Successfully." Note that the record you approved will disappear from the list.
Detail	DE: Displays the detail screen for the document waiting approval.
Display	DI: Displays the "Document Approval Path Maintenance" screen.
Reject	R: Rejects the document and the "Document Approval/ Rejection Notes" screen will display for you to input a reason for the rejection. At the bottom of the screen the message "Document NNNNNN Rejected Successfully" will display. The document will be automatically sent back to the preparer and the status will become "Rejected".  (Only the preparer can cancel the Requisition and de-commit the funds).

# APPROVALS PATH DISPLAY

## Path: CM AS DQ

The main purpose of this module is to view all documents regardless of its state in the approval path. You can research where a document is in the approval path. This function allows you to select a Budget Transfers, Department Requisition, Disbursement Request or Purchasing Card document and display (DI) the approval status ( "approved", "in progress", "cancel", or "rejected"). Also you may view the detail (DE) of the original document. From the Approval System Menu, when you type DQ after "Code," the Document Inquiry screen will display.

```
FIU002P0          ***** FINANCIAL SYSTEMS *****
Oct 25,09          - Approval System Menu -                      1:41 AM

Code Function
-----
AD Approval Inquiry by Date
AS Approval Inquiry by System
DQ Document Inquiry
ID Delegate Your Alias'
IS Select Your Alias'
? Help
. Terminate
-----
Code: DQ

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

To view a particular Department Requisition:

1. Type "FIP" in the Systems Id field.
2. Type "DN" in the Document Type field.
3. Type the Department Requisition number (year & 8 numbers or just the year and scroll for document number) in the Document ID field.

```
FIU220P1                      ***** FINANCIAL SYSTEMS *****                      FIU220M1
Oct 25,09                      - Document Inquiry -                      2 more >
```

Action	System Id	Document Id	Document Type	Status
___	PURCHASING	201000000002	DEPARTMENT REQUISITI	APPROVED
___	PURCHASING	201000000003	DEPARTMENT REQUISITI	APPROVED
___	PURCHASING	201000000004	DEPARTMENT REQUISITI	APPROVED
___	PURCHASING	201000000005	DEPARTMENT REQUISITI	APPROVED
___	PURCHASING	201000000006	DEPARTMENT REQUISITI	APPROVED
___	PURCHASING	201000000007	DEPARTMENT REQUISITI	APPROVED
___	PURCHASING	201000000008	DEPARTMENT REQUISITI	APPROVED
___	PURCHASING	201000000009	DEPARTMENT REQUISITI	APPROVED
___	PURCHASING	201000000011	DEPARTMENT REQUISITI	APPROVED
___	PURCHASING	201000000012	DEPARTMENT REQUISITI	APPROVED
___	PURCHASING	201000000013	DEPARTMENT REQUISITI	APPROVED

\*System Id: FIP \*Document Type: DN Document Id: 2010  
\*Status: \_\_\_  
Direct Command: \_\_\_\_\_  
Detail      Display

To view a particular Disbursement Request:

1. Type "FIN" in the System Id field.
2. Type "DS" in the Document Type field.
3. Type Disbursement Request number (year & 6 numbers) in the Document ID field.

```
FIU220P1          ***** FINANCIAL SYSTEMS *****          FIU220M1
Nov  1,09          - Document Inquiry -          2 more >
Action   System Id   Document Id   Document Type   Status
-----
___      FINANCIAL SYSTEMS 2010800110   DISBURSEMENT REQUEST IN PROGRESS
___      FINANCIAL SYSTEMS 2010800111   DISBURSEMENT REQUEST REJECTED
___      FINANCIAL SYSTEMS 2010800112   DISBURSEMENT REQUEST REJECTED
___      FINANCIAL SYSTEMS 2010800114   DISBURSEMENT REQUEST APPROVED
___      FINANCIAL SYSTEMS 2010800116   DISBURSEMENT REQUEST IN PROGRESS
___      FINANCIAL SYSTEMS 2010800118   DISBURSEMENT REQUEST IN PROGRESS
___      FINANCIAL SYSTEMS 2010800119   DISBURSEMENT REQUEST IN PROGRESS
DI       FINANCIAL SYSTEMS 2010800120   DISBURSEMENT REQUEST IN PROGRESS
___      FINANCIAL SYSTEMS 2010800121   DISBURSEMENT REQUEST IN PROGRESS
___      FINANCIAL SYSTEMS 2010800125   DISBURSEMENT REQUEST IN PROGRESS
___      FINANCIAL SYSTEMS 2010800126   DISBURSEMENT REQUEST IN PROGRESS
*System Id: FIN *Document Type: DS Document Id: 2010_____
*Status: ___
Direct   Command: _____
Detail   Display
```

When your document choice displays on the list, press the <HOME> key, your cursor will advance to the first record, use the <TAB> key to advance your cursor to the line of your choice. Type DI (display) in the Action field, the following screen will display where you will then be able to determine the approval activity of the document.

```

FIU210P1                      ***** FINANCIAL SYSTEMS *****                      FIU210M1
Nov  1,09                      - Document Approvals Path Maintenance -                      1 more >

*Action (C,D,N)                _____

*System Id.....: FIN FINANCIAL SYSTEMS
*Document Type..: DS DISBURSEMENT REQUEST
*Document Id....: 2010800120_____
*Document Status: IP IN PROGRESS                      Date: 10/09/2009
  Date Submitted.: 10/09/2009
  Date Finalized.:

      Seq  Person                *Status                Date      Date
      ---  -----                -----                ---      ---
      1__  1    NUMCA    MICHELLE ARMAND    IP IN PROGRESS    10/09/2009
of     2    SUJCM    JUAN C MEZA
2

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit  DTL                bkwrđ frwrđ NOTES left right main
8026 - Document FIN-DS-2010800120 displayed successfully

```

Note: The above screen illustrates a Disbursement Request that must pass through two individuals in the approval path before it is received by the Accounts Payable Department. The first and second approvers have not approved this document yet.

PF4-DTL From the above screen you may press <PF4> to view the original document.

PF9-NOTES From the above screen you may press <PF9> to view additional comments made by a user when a particular document was rejected.

# SELECT YOUR ALIAS

## PATH: CM AS IS

```

FIU002P0          ***** FINANCIAL SYSTEMS *****
Oct 25,09          - Approval System Menu -                      1:31 AM

Code Function
-----
AD Approval Inquiry by Date
AS Approval Inquiry by System
DQ Document Inquiry
ID Delegate Your Alias'
IS Select Your Alias'
? Help
. Terminate
-----
Code: IS

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

```

When you have been assigned authority to be someone's alias and perform their finance system functions, you will access this screen to accept that responsibility.

### To Select Alias Privileges:

To select an alias you may log on to the system as usual, use your User ID and password. When you access the above screen, "Approval System Menu," enter 'IS' in the code field. The screen illustrated below will appear, use your up arrow to position your cursor on the User ID/Name and press <ENTER>. If your selection is valid, you will be taken back to the "Approval System Menu," where you can carry on the system authority of the colleague who entrusted you with this responsibility and whose alias you selected. All activity will be recorded under the original designator's User ID/Name.

```

FIG032N1          ***** FINANCIAL SYSTEMS *****
Oct 25,09          - Select Your Alias -                          1:33 AM

CURSOR SELECT THE PERSON WHOSE FUNCTIONS YOU WISH TO
PERFORM, OR PRESS PF2 TO CONTINUE AS YOU.

MDGIN      GILBERT NARANJO
PCARD GL   APPROVAL PCARD GL REVEIW
SUAHB     ALICIA BRITO

*** End of Data ***

Gr Alias Identifier B: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---P
      help  retrn quit                                  bkwrđ frwrđ
8035 - Position cursor or enter screen value to select

```

**To Remove Alias Privileges:**

After you have completed the designated tasks as an alias and want to return to your regular status and user privileges, press the PF2 key exiting the system. Each time you press the PF2 key it brings you back a screen. Once you are in the OD screen you may resume with our normal function.

**No Alias assigned to you:**

If you try to access an alias and you have not been permitted authority to perform a designator's system responsibilities, the message "There Are No Current Aliases Available to You" will display.