GETTING STARTED

ODYSSEY FINANCE SYSTEM SECURITY

Odyssey is an integrated mainframe system. System Security has several levels. The first level is access to the mainframe with a RACF user ID. Then you must be given access at the screen level as a preparer or approver. The last level restricts access by account number.

There are two forms that need to be filled out to get access to the system. If you do not have a RACF User ID you must first complete the Computer User ID Request Form (Form 13). You must complete both sides of the affidavit and have it signed by your supervisor then return it to the address stated on the form. If you already have a RACF User ID and have not used it in over a 120 days your password has most likely expired. You may call the help desk at 7-2505 for instructions on how to assign yourself a new one; also you may follow the instructions on pages **1-2, 1.3**.

You also need to fill out the Access Request/Change Form-Personnel (FORM #14a). Have it signed by your supervisor then mail it the Business Affairs Security Office, Room 1130. This form may be requested from the Business Affairs Security Office at 7-0839. After you are assigned a RACF User ID and have been given access to the Odyssey Finance System, you may then logon to the system. Any changes to an approval path, account number deletions or additions require a new Approval Path Request Form Account **(FORM #14b)** to be filled out and processed. See section 2, Approval Process, for instructions on how to fill out the forms and which form to use.

Odyssey has modules in the system that some employees have access to and others do not. Every effort has been made for you to have admittance to the modules that you will need to complete your daily tasks. If you have problems in accessing certain screens, please reference the campus/district liaison list found in the introduction to this manual.

When you leave your position, whether it is a transfer within the college or leave the college, please fill out the Access Request/Change Form-Personnel (FORM #14a). Have it signed by your supervisor then mail it the Business Affairs Security Office, Room 1130. Your access will be removed from your user id. Your access can be delegated to someone else if requested on the form. System security is very important and it is the responsibility of each user to insure that proper security is maintained.

TO ASSIGN YOURSELF A PASSWORD AFTER YOU RECEIVE A USER ID

Once you have been notified of your assigned user ID, you may "logon" to any mainframe application for which you have been given access. The first time you "logon", you will be asked to assign a password to yourself. This process must be completed the first time you logon. Periodically, you will be asked by the system to change your password, and you will follow these same instructions The following instructions describe the steps you must follow to "logon", assign your own password, change your password and use the system day to day.

When you get to the mainframe, you will see the following screen.

```
                                                                EasiNet Logon
Terminal: TMDJ4061
WED 05-APR-2000
10.17.35


  X           XXXXXXXXXXXXXXXX         For assistance call the Help Desk
  XX          XXXXXXXXXX XXXXXXX       at (305) 237-2505
  XXX         XXXXXXXXX  XXXXXXXXX
  XXXX        XXXXXXXX   XXXXXXXXXX
  XXXXX       XXXXXXX    XXXXXXXXXX    User ID  ==> suabc
  XXXXXX      XXXXXX     XXXXXXXXXX    Password ==>
  XXXXXXX     XXXXX      XXXXXXXXXX
  XXXXXXXX    XXXX       XXXXXXXXXX    Request  ==>            (optional)
  XXXXXXXXX   XXX        XXXXXXXXX
  XXXXXXXXXX  XX         XXXXXXX
  XXXXXXXXXXXX           XXXXX

    Miami-Dade Community College       PF1/PF13 ==> Help
-------------------------------------------------------------------------------
```

The cursor should be next to the field titled **User ID** ==>. Enter the 5 position User ID (i.e. SUABC) assigned to you. Now press the <**TAB**> key.

This will move the cursor to the next field titled **Password** ==>. Enter the 5 position **User ID** <u>again</u> (the first time you logon, your User ID and password are the same)** this time press the **<ENTER> key**. The next screen you will see will look like the sample on the next page.

When performing this exercise with the intent of changing your password, enter your *secret* password in the **Password field, instead of your 5 position User ID.

SELECTING AND ASSIGNING A *SECRET* PASSWORD

You are now ready to assign a *secret* password to yourself. Read all of the instructions on the screen carefully. Select the *secret* password you want to use. (Your password may be no less than 4 and not greater than 8 characters.) Follow the steps listed below one by one to assign your *secret* password.

Terminal: TMDJ4020 Password Change Function
MON 08-DEC-1997
09.36.04 Call the *Help* Desk at 72505 for
assistance
Uses ID: SUABC

Your RACF password has expired. Please perform the following steps
to change your password. Do not use a password you have used
previously. This will NOT change your SHADOW password.

1) Type your current password (Press TAB key) ==>
2) Type new password (Press TAB *key)* ==>
(Do not use the same password from *Step 1.* The new password
must be 4 to 8 characters in length. Use letters and numbers only.)
3) Type your new password again (Press ENTER *key)* =>

Press PF3 or PF15 *to* abort the password change function.

The cursor should be resting next to the instruction that reads **1) Type your current password** ==>. Enter your new User ID again. (This is the same 5 position code that you entered on the first screen). Now press the <**TAB**> key.

The cursor should now be resting next to the field that reads **2) Type new password** ==>. Here you will enter the secret password that you selected for yourself. (Make it something that you will remember.) After you have entered the secret password, press the <**TAB**> key, the cursor should be resting next to the instruction that reads **3) Type your new password again** => reenter the *secret* password, then press the <**ENTER**> key.

Congratulations! You have successfully entered and assigned your *secret* password. To gain access to mainframe applications, you must use your assigned User ID and your *secret* password. Never share your password with anyone. The Odyssey system has the capability of delegating your access electronically(see section 2, Approval Process). Logon instructions are described on the next page.

HOW TO LOG ON TO THE MAINFRAME

Once you have assigned yourself a password, you will logon to the mainframe as described below.

```
                                                              EasiNet Logon
Terminal: TMDJ4061
WED 05-APR-2000
10.17.35


  X          XXXXXXXXXXXXXXXX          For assistance call the Help Desk
  XX         XXXXXXXXXX XXXXXXX        at (305) 237-2505
  XXX        XXXXXXXXX  XXXXXXXXX
  XXXX       XXXXXXXX   XXXXXXXXXX
  XXXXX      XXXXXXX    XXXXXXXXXX     User ID  ==> suabc
  XXXXXX     XXXXXX     XXXXXXXXXX     Password ==>
  XXXXXXX    XXXXX      XXXXXXXXXX
  XXXXXXXX   XXXX       XXXXXXXXXX     Request  ==>            (optional)
  XXXXXXXXX  XXX        XXXXXXXXX
  XXXXXXXXXX XX         XXXXXXX
  XXXXXXXXXXXX          XXXXX

    Miami-Dade Community College       PF1/PF13 ==> Help
--------------------------------------------------------------------------------
```

The cursor should be resting next to the field titled **User ID**==>. Type your 5 position User ID. Press the <**TAB**> key once. This will bring your cursor to the field titled **Password==>.** Type in your secret password. Press the <**TAB**> key once. This will bring you to **Request==>** . Type **MAI** and press <**ENTER**> key, you will be taken to the MAI Primary Menu. See the sample screen on the next page.

MAI MENU

When this screen is displayed your cursor will be positioned at **"Command -**=>". You can type "**CICP**" and press <**ENTER**>; OR you can press the **<TAB>** key until you reach "**CICP**" then type "**s**" (select) and press <**ENTER**>.

```
----------------------------- MAI : Primary Menu -----------------------------
Command ===>                                              MON 29-JAN-2001 10.1
                                                                             N
         S or /=Select L=Logon H=Hide U=Update M=Modify C=Cancel ?=Action Lis
    ---ID--- Status    Application

    WYLBUR   <->       SUPERWYLBUR             (ACTIVE)
    OLMS     <->       SHADOW ONLINE MAPPING   (ACTIVE)
 s  CICP     <->       Development CICS        (ACTIVE)
    REPORTS  <->       TRMS VTAM INTERFACE     (ACTIVE)
    DEVL     <->       Training/Developer CICS (ACTIVE)
    **END**






 F1=Help      F2=Split     F3=Exit                              F6=Refresh
 F7=Backward  F8=Forward   F9=Swap     F10=Right    F11=Hide
```

PRODUCTION SYSTEMS MENU

You may select only one option from this menu. Your cursor will be positioned to the right of "**Code** :" Type **OD** and press <**ENTER**> to access the Odyssey System.

```
MDCCMENU           ***** Miami-Dade Community College *****
 Apr  5,00                  - Production Systems -                    10:48 AM

                AO  ASTRA/Odyssey
                AR  Agency Accounts Receivable System
                AT  ASTRA - 1997 Viewing Only
                BA  Budget Amendment System
                BR  Bursar Authorization
                FA  FUNd$
                FT  Faculty Transcripts
                GL  General Ledger Views
                HR  Human Resources Reporting System
                MD  Account Number Conversion Main Menu
                OD  Odyssey System
                OG  Organizational Group Reporting Environment
                SF  Student Financial Records System



 Code: OD
 Direct command...: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit        flip        bkwrd frwrd                    main
 Position cursor or ENTER screen value to select
```

ODYSSEY MAIN MENU

The next menu displays eight functions of Odyssey; with the first five being the major components of the system. As a campus user you will always access the "Miami-Dade College Menu". Your cursor will be positioned on the right of "Code:" - Type **CM** and press <**ENTER**>.

```
USERMENU                 ***** ODYSSEY MAIN MENU *****
 Apr  5,00                                                              10:50 AM

                 Code System/Function/Explanation
                 ---- -----------------------------
                  ST  Student Information System
                  FI  Financial Information System
                  PE  Personnel/Payroll System
                  FC  Facilities System
                  SE  Security System
                  CM  Miami-Dade College Menu
                  SP  Miami-Dade Specialty Menu
                  PL  Problem Log Menu
                  ?   Help
                  .   Terminate
                 ---- -----------------------------
            Code: CM

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

ELECTRONIC DOCUMENT FLOW

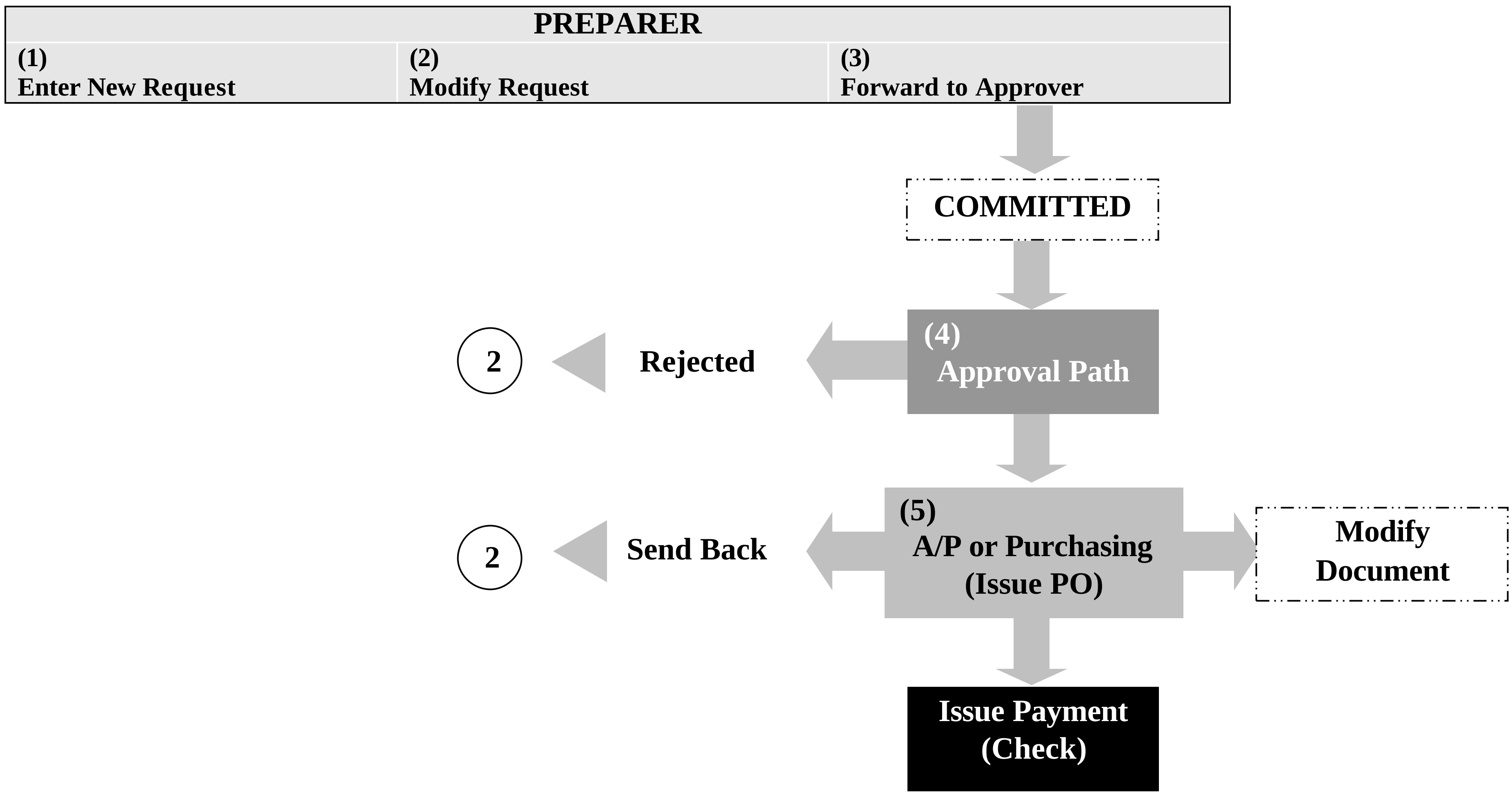
All department requisitions and disbursement requests will be entered into the Odyssey Finance System by a designated preparer for that general ledger account. These requests can be modified at any time before they are sent for approval. Once sent for approval no changes are permitted and the funds are committed to the general ledger.

Once the document is in the approval path it can be rejected by one of its approvers. If rejected, the document will become open for changes or cancellation by the preparer.

If the document is approved by all its approvers, it will go to Accounts Payable if it is a disbursement or it will go to Purchasing if it is a department requisition. Once in the Business Affairs area it will be reviewed and sent back to the preparer if there are any problems. If sent back, a preparer can make any changes or cancel the document. Any changes require the document to be resubmitted for approval. Once the document is ready to be processed a check will be issued for payment. **(This process is illustrated on the next page.)**

Please note that approvers and preparers need to check their queues frequently. The system does not notify you when there are items to approve or items that have rejected or sent back to the department.

Electronic Document Flow
for Department Requisition or Disbursement Request



Screen Diagram

```
FIA100P1 1        ***** FINANCIAL SYSTEMS *****          FIA100M1 3
Jan 18,00    - Create/Maintain Disbursement Request - 2     2 more > 4

*Action (A,B,C,D,M,N,P): 5 Disbursement Req#: ____ ______    Committed:
   Status:                  Total Amt: ____________ Approved:
  Req *Type: __                          Amended:
PayTo *Type: __       *ID: _________   *Seq#: __
     Name: ________________________________________
   Address: ______________________________   Phone#: ___  ___ - ____
        ______________________________    Ext: ____
        ______________________________
     City: ______________________________ St: __  Zip: _________

        *Org Unit*Qual1 Loc*GLC  Qual2
6 Account No.: ________ ______ __ _____ ____ for the amount: ____________
   Purpose: ____________________________________________________________
        ____________________________________________________________
7    Notes:   Rejected: _   Returned: _   On-Hold: _   Change: _   Address: _
  Indicators:Attachments: _  Pick-Up Check: _  Separate Check: _
8    Dates Due: __________ Sch Pay: __________ Invoice#: ____________________
Direct Command: ____________________________________________________________ 9
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-- 10
    help  retrn quit             bkwrd frwrd       left  right main

                11 XXX-Sample Message Area
```

1 In the upper left corner you will see the **module number**, just below that is the current date. This number is important to the Security Administrators and Odyssey programmers because it allows them to give screen access to users.

2 At the top center, you will find the **system name** and underneath it the **module name** which will be referenced throughout this User Reference Manual.

3 In the upper right corner you will see the **map number**, used by Odyssey technical personnel. The **current time** will display unless there are more panels in the module as explained in # 4.

4 In cases where there is more than one screen (panel) in a module, an indicator of more (1 more>, or 2 more>) will appear where normally the time would appear. Press **<PF10>** to advance to the next panel(s) and press **<PF11>** to reverse to the previous panel(s).

5 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.

When an asterisk (*) appears next to a field label, field help (active help) is available by pressing **<PF1>**. Please note that several fields on the sample screen have active help such as “*Action,” “*Req. type, ” and “*PayTo Type.” By using the **<Tab>** key to position your cursor on the field of interest, then pressing **<PF1>**, a window will pop-up and you can browse a list of data. If you are browsing a list that spans for more than one page, use **<PF8>** (or <Enter>) to scroll forward and **<PF7>** and scroll backward. Once you locate the data desired, position your cursor anywhere on the line and press **<Enter>**. The system will retrieve your selection and populate the field on the original screen.

6 **Account Number:** In most screens throughout the system when the Qual 1 and GL-Code are entered the account number field, the rest of the account number (Org and location) will automatically populate. If you know your Qual 1 but do not know what GL-Code to use, type in the Qual 1 and tab to the GL-Code field and press <PFl>. A list of GL-Codes tied to your account along with their descriptions will display. Use your up arrow to select the GL Code and press <ENTER>

7 **Notes:** There are note screens throughout the system. Some notes can only be updated when an action is performed like a cancellation or rejection. The note indicator field will have ">" when a note exists. To view the note type "Y" in the note indicator field and press **<ENTER>.** This will advance you to the note screen. To return press <PF2>. To add a note type "Y" in the note indicator field and press <ENTER>. Type your note and press <ENTER>.

8 **Dates Due:**

9 At the bottom of the screen you will see PF keys and their assigned functions. These correspond to the “F”keys (function keys) on most keyboards. Some of the PF key assignments are standard.

10 At the bottom of the screen, the line is labeled “**Direct Command**.” This command allows you to type a string of menu codes to move around the system without using menus. For example, to get to the sample screen on the preceding page type CM DM MD on the Direct Command line from any screen in the system. You do not have to return to a menu screen to navigate from module to module. (See Campus Menu Direct Command Quick Reference Guide on pages 1-21 & 1-22).

11 The last line on the screen is used to provide a message to you. This could be a message confirming that an action you were attempting to perform was successful or unsuccessful, an indication that a required field was missing, or it could be an error message. It is <u>important</u> that you monitor these messages whenever you press <Enter>. Some messages are at the top of the screen.

COMMON FUNCTION KEYS

	F1	PF1	Where an * (asterisk) appears next to a field active help is available position the cursor next to the field and press <PFl>. <PFl> from any screen gives you general help about the screen.
	F2	PF2	Return to the previous screen or menu.
	F3	PF3	Exit session.
	F7	PF7	Scroll up (vertical) a list on the screen, if the information exceeds the screen page.
	F8	PF8	Scroll down (vertical) a list on the screen, if the information exceeds the screen page.
	F10	PF10	Access to the next panel horizontally to the right if the command "1 more>" is displayed at the top - right of the screen.
	F11	PF11	Access to the next panel horizontally to the left if the command "<more 1" is displayed at the top - left of the screen.
	F12	PF12	Return directly to the main menu.
	Home		Take the cursor to the top-most data entry field on the top of the screen.
	Tab		Take the cursor directly to the next field. Shift/Tab to take the cursor directly back to the previous field.

In all Odyssey menus and modules the function keys are displayed at the bottom of the screen and are labeled to signify their purpose - you will also use additional function keys that are specific to a particular module and are not as common as those listed above. Your keyboard configuration a key layout map may be different, if you are having difficulty call your campus network services for help.

DEPARTMENT REQUISITION

The following transactions must be done as department requisitions:

- Any purchase of equipment with a unit value of over$750
- Any purchase from one vendor that totals over $1000
- Any computer related equipment, software, or any audiovisual equipment requiring Learning Resource (LR) approval. Regardless of what the dollar amount, any item requiring LR approval must be purchased on a department requisition, including preview of software.
- Service Contract (SC) for equipment or software maintenance contracts
- Any item where the vendor requires Prepayment (PP), except travel-related expenses

The following transactions can be done as a department requisition **OR** by using the M-DCC Purchasing Card:

- Purchase of materials or supplies from one vendor (Blanket Orders (BO) to establish
  Open Accounts)
- Repairs
- Rental vehicles

DISBURSEMENT REQUEST

The following transactions must be done as disbursement requests:

- Travel/Personal Reimbursement
- Additional charges on a Purchase Order that has previously been paid and closed.

The following transactions can be done as a disbursement request OR by using the **M-DCC Purchasing Card:**

- Registrations fees
- Any type of subscription (magazine, newsletter, etc) Payments for Agreement for Services contracts Items received on approval or preview, such as books, when the item has already been received
- Memberships

PETTY CASH

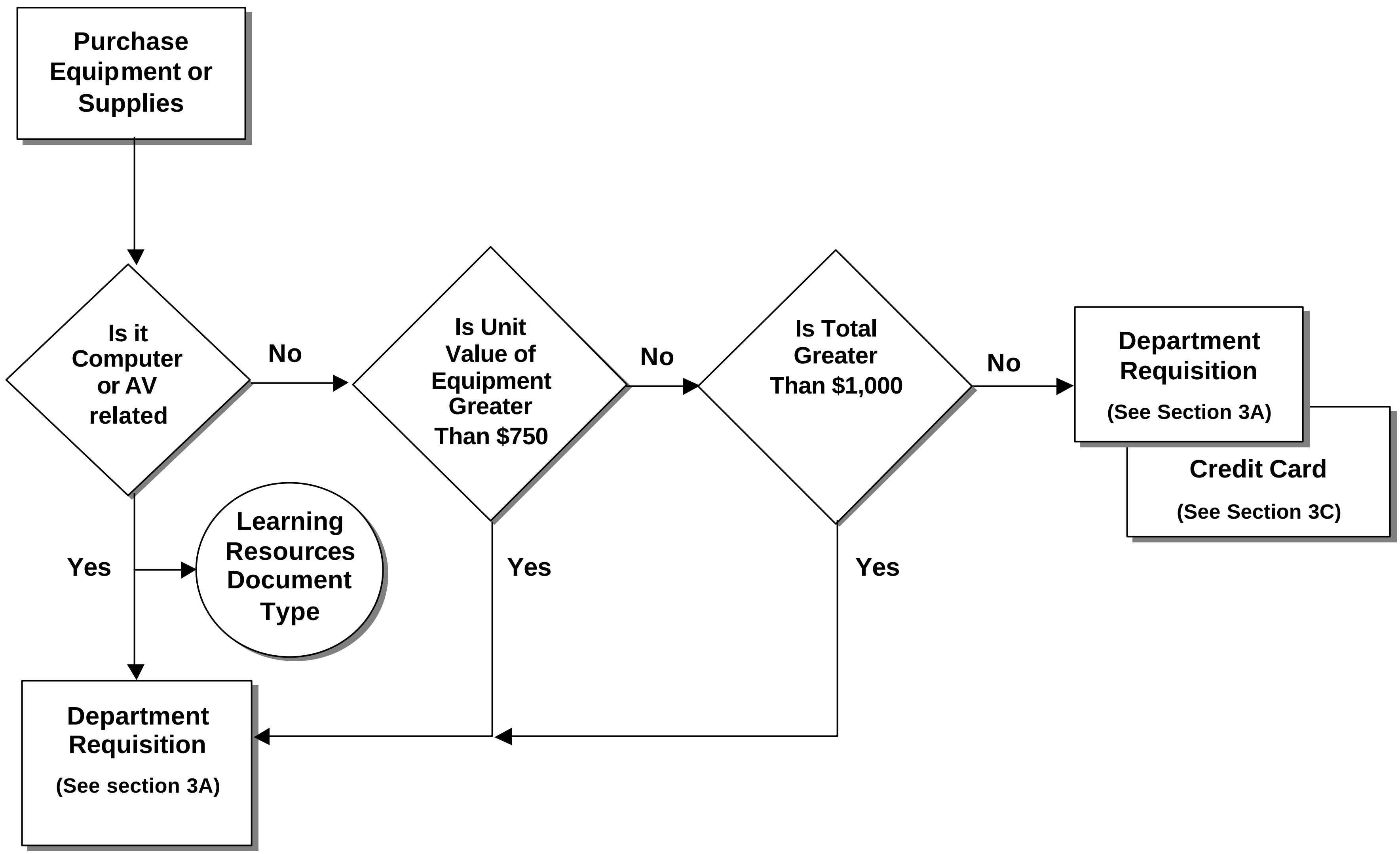
Petty Cash limit is $100.

MIAMI-DADE COMMUNITY COLLEGE PURCHASING CARD

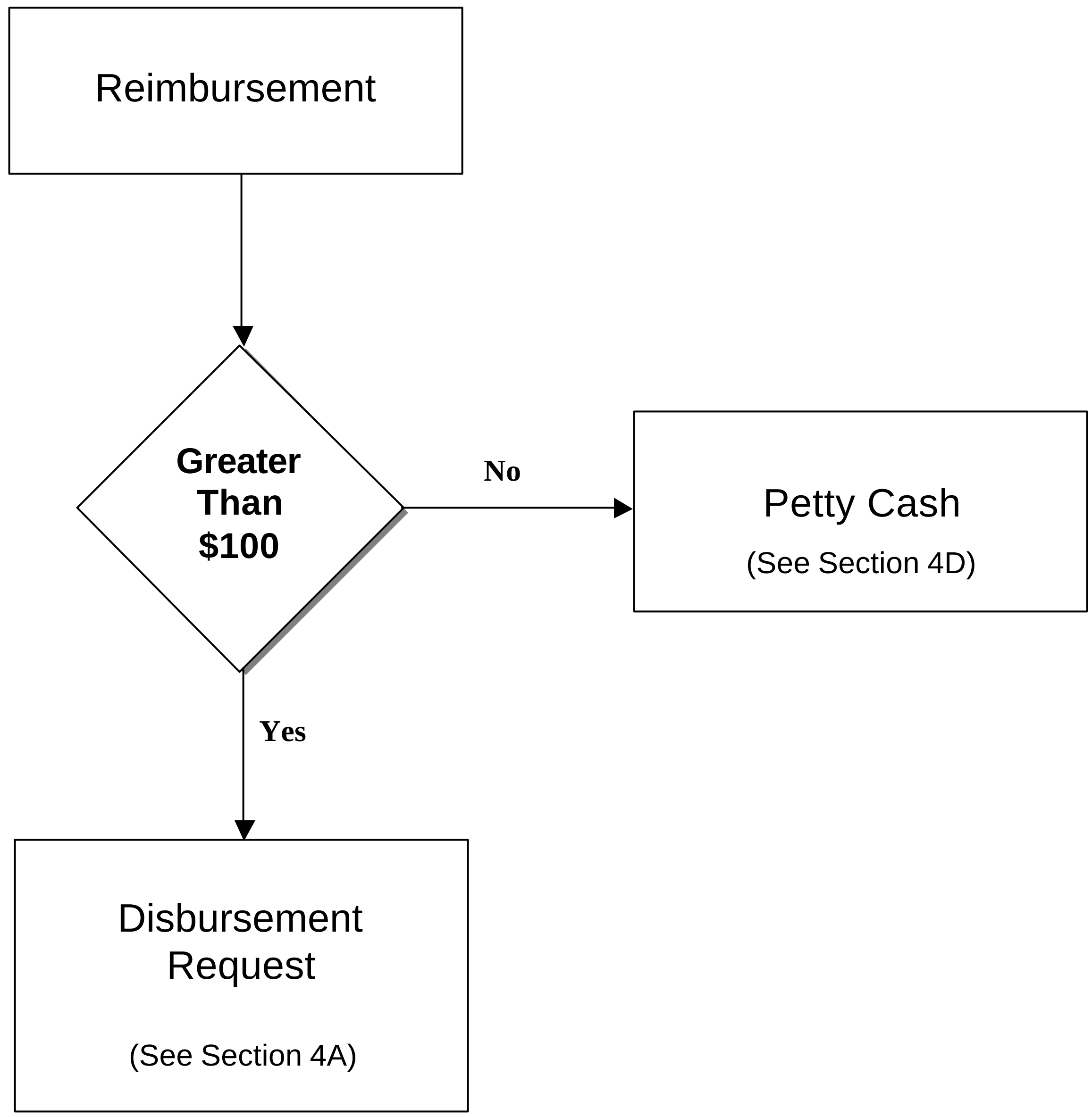
The following transactions may be done on the MDCC Purchasing Card only if the vendor accepts VISA as a form of payment. The total cannot exceed $1000 per transaction and less than $750 for an individual item.

- Repairs
- Purchases of materials or supplies of less than $1,000
- Hotel charges
- Memberships
- Registration Fees
- Rental of vehicles
- Subscriptions

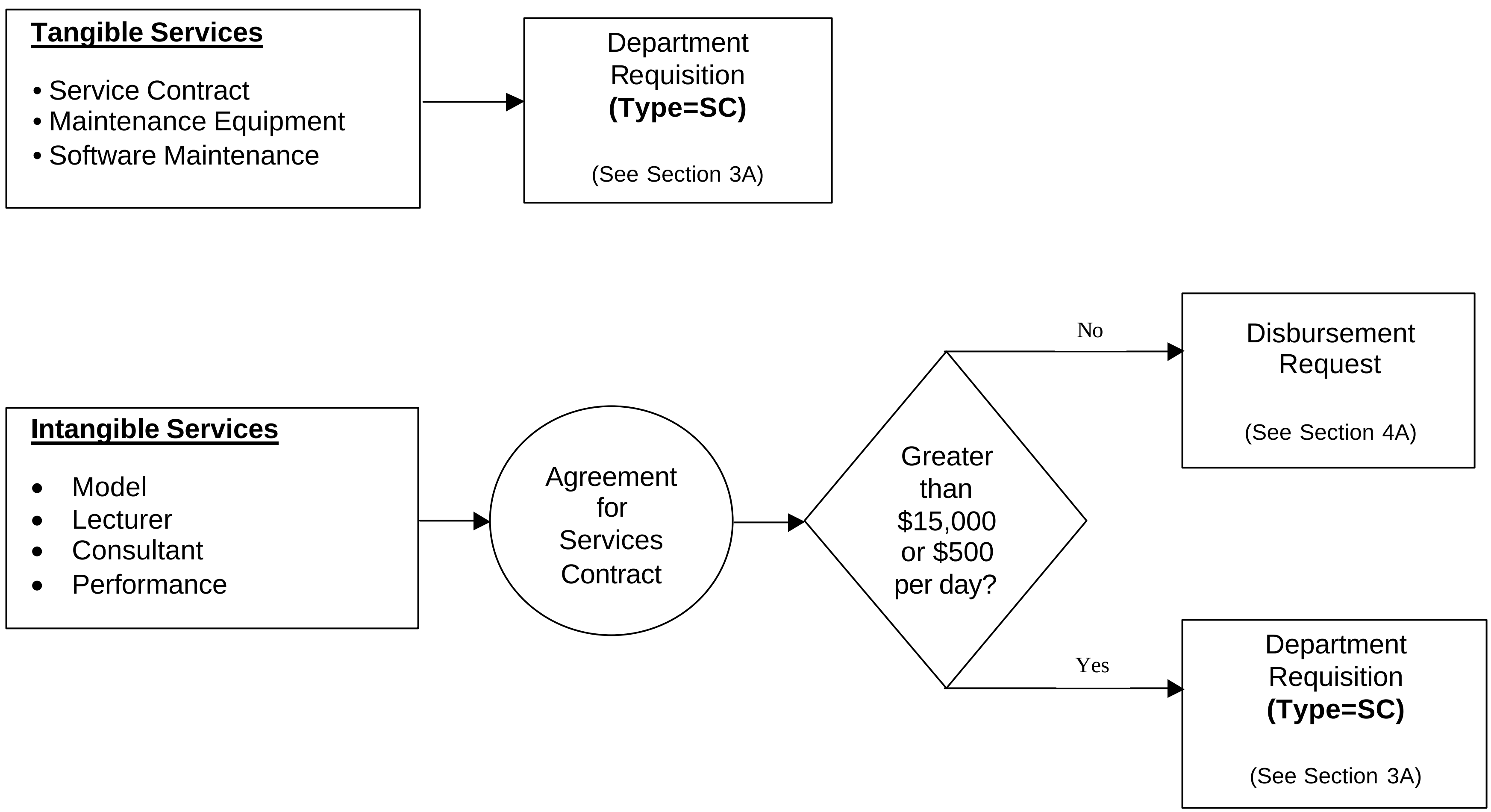
WHAT TRANSACTION SHOULD I USE TO PURCHASE EQUIPMENT OR SUPPLIES?



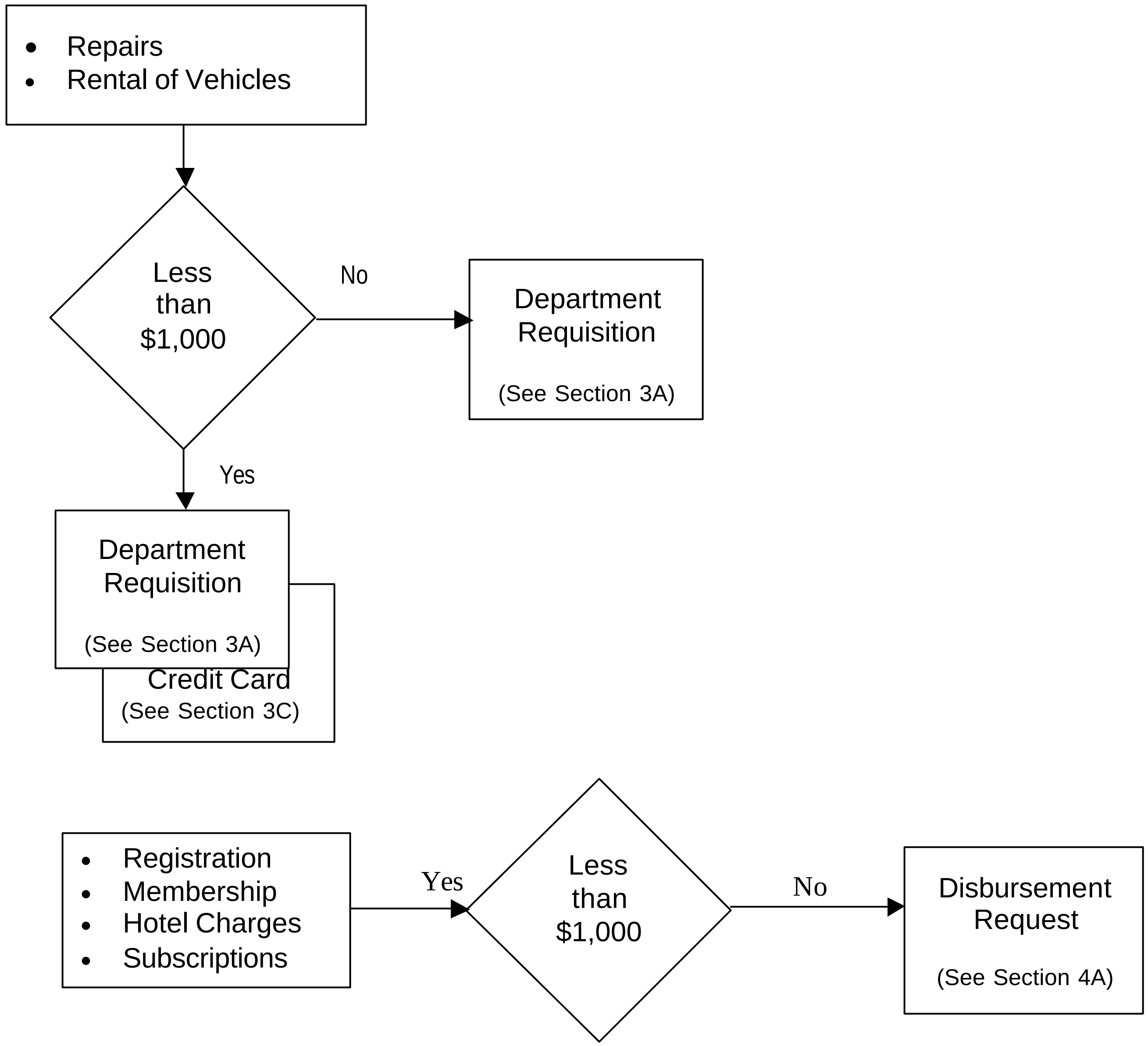
WHAT TRANSACTION SHOULD I USE FOR A REIMBURSEMENT



WHAT TRANSACTION SHOULD I USE FOR A SERVICE EXPENSE?



What Transaction Should I Use In Other Situations?



GENERAL LEDGER TRANSACTIONS

- **Commitment** = A general ledger transaction that sets money aside for future payment of goods and services at the Disbursement Request and Department Requisition level. A commitment is generated when a Department Requisition or Disbursement Request is sent for approval.

- **Encumbrance** = A general ledger transaction that sets money aside for future payment of goods and services at the Purchase Order level. An encumbrance is generated when a Purchase Order (PO) is created.

- **Journal Types** = Codes used to identify the type of transaction processed against org units.

AP	Invoice sent to Accounts Payable
AS	Automatic Suspense
BT	Budget Transaction
CC	Credit and Collection
CO	Commitment
EN	Encumbrance
JE	Journal Entry
PR	Payroll

Fiscal Year

- **Fiscal Year** = 12 month cycle for financial reporting beginning July 1 through June 30. For example, the fiscal year for 98/99 is 1999.

SCREEN NAVIGATION
GETTING AROUND

Types of Screens:

There are five main types of screens: Menu, Maintenance, Help, Browse, and Browse Select. Each screen has its own characteristics, which you should be familiar with. Each will be described in this section.

I. Menu Screens allow the selection of screen functions.

Characteristics:

1. The code associated with the function must be entered at the Code prompt.
2. Any additional required or optional information for that function will be stated next to the function description on the menu.
3. Any field that has an '*' means that there is help associated with that field. To activate help, move cursor on the field and press <PFl>. A selection list will appear. Use your cursor to select a record.
4. Available PF-keys are displayed and the command line is available for the fast path.
5. A highlighted function indicates it leads to another menu.

```
FIP310P0                ***** FINANCIAL SYSTEMS *****                FIP310M0
Sep 24,01              - Department Requisition Menu -               10:45 AM

                                                       Req.  Fiscal
       Code Function                                   Num.   Year
       ---- ------------------------------------------ ----  ------
        AD  Add New Department Requisition                      R
        VI  View/Update Department Requisition           R
        CO  Copy (Add) New Department Requisition        R
        CP  Copy Purchase Req to Department Req
        SA  Search & Update Requisitions by Account Nbr
        RR  Return/Exception Menu
        SR  Search & Update Requisitions
        SB  Search Rejected/Sent-Back Requisition
        ?   Help
        .   Terminate
        --  ------------------------------------------
          Code: __                                      O -- Optional
  *Req Num....: 2002 ________  *Prq Num...: 2002 ________   R -- Required
   Fiscal Year: 2002
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                 main
```

SCREEN NAVIGATION
GETTING AROUND

II. **Maintenance Screens** update data, it may contain one modifiable field or more.

Characteristics:

1. The most important point to remember is to look at the message line for confirmation of the action taken. There will always be a message on the bottom of the screen and perhaps a second message under the screen heading. The message should state that the record was modified/added etc.

2. The Action field determines the process to be performed on the information. Possible actions are:

   'A' to Add information
   'M' to Modify information
   'D' to display information
   'N' to display the next record
   'P' to Purge data (removes data from file)
   'CL' to clear screen (does not erase/remove information)
   'B' to Browse records for selection.

Not all maintenance screens have the action code displayed but the heading will state the action for the screen. Some maintenance screens may have create or modify or view/update in the heading.

3. Any field that has an `*' means that there is help associated with that field. To activate help, move cursor on the field and press <PF1>. A selection list will appear. Use your cursor to select a record.

4. Available PF-keys are displayed and the command line is available. These are tailored by the screen function and document status.

5. There may be a scroll region. A scroll region is usually a text area with a limited viewing section. In this screen, for example, the item description can be 100 lines long but only 6 are displayed at a time. The display of the data is controlled by the PF7 (pages backward) and PF8 (pages forward). You can also type the line number you want to go to at the text line prompt and press <Enter>. This will begin the display at that line number.

6. There may be a note field. A note field indicates if a note exist by displaying a ">". To create/modify/view a note enter 'y' in the field. This will bring up a scroll able text area. An example of this can be seen on the following page in the field labeled: "Rejected".

```
FIA100P1              ***** FINANCIAL SYSTEMS *****              FIA100M1
 Jun 28,00          - Create/Maintain Disbursement Request -        2 more >

 *Action (A,B,C,D,M,N,P):   __  Disbursement Req#: 2000 ______     Committed:
      Status:                              Total Amt: ____________ Approved:
   Req *Type: __                                                    Amended:
 PayTo *Type: __              *ID: _________  *Seq#: __
        Name: ________________________________________
     Address: ______________________________   Phone#: ___  ___ - ____
              ______________________________      Ext: ____
              ______________________________
        City: ______________________________ St: __  Zip: _________

             *Org Unit*Qual1 Loc*GLC  Qual2
 Account No.: ________ ______ __ _____ ____ for the amount: ____________
     Purpose: ____________________________________________________________
              ____________________________________________________________
       Notes:   Rejected: _   Returned: _   On-Hold: _   Change: _   Address: _
  Indicators:Attachments: _  Pick-Up Check: _  Separate Check: _
       Dates Due: __________ Sch Pay: __________ Invoice#: ____________________
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                    bkwrd frwrd       left  right main
```

SCREEN NAVIGATION
GETTING AROUND

III. Help Screens will display a list of records in report form to select from. Help screens are available for fields that have an '*' (asterisk) by the field prompt. Position the cursor on the modifiable field next to the prompt and press <PF1> to invoke the help screen.

Characteristics:

1. Look at the message on the bottom of the screen. It tells you to position the cursor to select the record.

2. The First modifiable fields, the sort fields or key on the screen allow you to enter a starting from value for the display.

3. The other modifiable fields serve as filters. These filters reduce the display information to only what fits the criteria entered. For example, if values are entered in Vendor name field ONLY the records containing that particular vendor will display.

```
FIP800H1             ***** FINANCIAL SYSTEMS *****
 Jan 29,01              - Browse Purchase Orders -             2 more >

 Fiscal    PO                          Deliver  PO Print   Status       S
  Year   Number      Vendor Name        Date      Date   Rec     Doc   To
 ------ -------- -------------------- -------- -------- ------------ ---
  2001  00080001 APRICOT OFFICE SUPPL 06/30/01 08/02/00 RC:COMP OPEN
  2001  00080002 APRICOT OFFICE SUPPL 06/30/01 08/02/00 RC:COMP OPEN
  2001  00080003 APRICOT OFFICE SUPPL 06/30/01 08/02/00 RC:COMP OPEN
  2001  00080004 APRICOT OFFICE SUPPL 06/30/01 08/02/00 RC:COMP OPEN
  2001  00080041 APRICOT OFFICE SUPPL 06/30/01          RC:COMP OPEN
  2001  00080042 APRICOT OFFICE SUPPL 06/30/01          RC:COMP OPEN
  2001  00080043 APRICOT OFFICE SUPPL 06/30/01          RC:COMP OPEN
  2001  00080059 APRICOT OFFICE SUPPL 06/30/01          RC:COMP OPEN
  2001  00080062 APRICOT OFFICE SUPPL 06/30/01          RC:COMP OPEN
  2001  00080063 APRICOT OFFICE SUPPL 06/30/01          RC:COMP OPEN
  2001  00080064 APRICOT OFFICE SUPPL 06/30/01          RC:COMP OPEN
 Year,PO#: 2001 ________  Vendor Name (contains) APRICOT___  Ship To __
  Contact Name (contains) ____________   Doc Status OP   Rec Status __
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11-
       help  retrn                        bkwrd frwrd print left  right
 8035 - Position cursor or enter screen value to select
```

SCREEN NAVIGATION
GETTING AROUND

IV. **Browse Screens** will display a list of records in report form. It is very similar to a help screen. The difference is that there are no records selected here for further processing.

Characteristics:

1. The First modifiable fields, the sort field or key, on the screen allow you to enter a starting from value for the display.
2. The other modifiable fields serve as filters. These filters reduce the display information to ONLY the records that match the criteria entered.

```
FIG772P1                 ***** FINANCIAL SYSTEMS *****
 Jun 28,00      - Browse G/L Transaction by Dept/Purchase Req -       2 more >

  Commitment        Account Number      Period Typ    Po No          Amount
 ------------ ------------------------- ------ --- ------------ ---------------
 200000000001 30090000D390009030111     199907 CO                      1,758.58-
 200000000001 30090000D390009036111     199907 CO                      1,758.58
 200000000001 32301301W301313067508     199907 CO                      1,758.58
 200000000001 30090000D390009030111     199907 CO                      1,758.58
 200000000001 30090000D390009036111     199907 CO                      1,758.58-
 200000000001 32301301W301313067508     199907 CO                      1,758.58-
 200000000002 10090000D190009030111     199907 CO                        560.49-
 200000000002 10090000D190009036111     199907 CO                        560.49
 200000000002 17050000D705029062501     199907 CO                        560.49
 200000000002 10090000D190009030111     199907 CO                        560.49
 200000000002 10090000D190009036111     199907 CO                        560.49-
 200000000002 17050000D705029062501     199907 CO                        560.49-
 200000000004 10090000D190009030111     199907 CO                      1,790.00-
 200000000004 10090000D190009036111     199907 CO                      1,790.00
 Request Number: ____ ________ List all request numbers: _ Y/N
 Direct Command...: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                    bkwrd frwrd       left  right main
```

SCREEN NAVIGATION
GETTING AROUND

V. **Browse Select Screens** will display a list of records in report form allowing selection of different actions/functions on the record selected.

Characteristics:

1. Valid actions are displayed on the bottom of the screen under the command line. These actions serve a function similar to a menu. You enter the code, which is the capital letter(s) that appear at the bottom of the screen, next to the record you want to use and press <Enter>. Then the system takes you to that screen and displays the information related to the record selected. For example, if you type "V" next to one of the records below, the system will advance you to the "Maintain Department Requisition" screen.

2. The standard PF keys are available but not displayed in this screen type. You can use <PFl>-help, <PF2>-return, <PF3>-quit, <PF7>-page backward, <PF8>-page forward, <PF10>-left, <PF11>-right, <PF12>-main menu.
   <PF4> is always valid when there is an add action on the screen. <PF4> can be used to add a record. This is especially important when there are no action lines because there are no records.

3. The First modifiable fields, the sort fields or key, on the screen allow you to enter a starting from value for the display.

```
FIP301N5                 ***** FINANCE SYSTEMS *****
May 19,00              - Browse Org Units for a Group -                9:50 AM

        State
         Org     Qual           Active Start Start Start  End  End End
Action  Unit      1    Location  Ind   Month  Day  Year  Month Day Year
------ -------- ------ -------- ------ ----- ----- ----- ----- --- ----

  __   14801000 D48014    90      A     07    01   1998   06   30  2098
  __   16114000 D61142    90      A     07    01   1998   06   30  2098
  __   16720000 D67202    90      A     07    01   1998   06   30  2098
                          *** End of Data ***








Group ID: 13000000        State Org Unit: ________ Qual 1: ______ Location: __
Direct command...: ____________________________________________________________
 Display    SB/Reject
```

FREQUENTLY ASKED QUESTIONS

FINANCE

Security/Chart of Accounts:

Question	Direct Command	Special Instructions	Type of User
1. How to create a new Qual 1.	None	Complete form #15 in the Finance Manual. Refer to Section 5 (Budget) of the Finance Manual for instructions.	Preparer or Approver
2. How to view the GL Codes attached to an account if you are an Preparer.	CM DM MD	Type the Qual 1, move cursor to “GLC” field and press <PF1>. To browse through all the GL Codes for the specified Qual 1, use <PF8> to go forward and <PF7> to go backwards.	Preparer
3. How to view the GL Codes attached to an account if you are an Approver.	CM CB BT BT	Type the Qual 1, move cursor to “GLC” field and press <PF1>. To browse through all the GL Codes for the specified Qual 1, use <PF8> to go forward and <PF7> to go backwards.	Approver
4. How to add a GL Code to an account.	None	Complete form #15 in the Finance Manual. Refer to Section 5 (Budget) of the Finance Manual for instructions.	Preparer or Approver
5. How to view current balances and transactions for an account in the General Ledger for a specific calendar.	CM IP BG BA	Tab to the second space in the account field , enter the Qual 1, and press <Enter>. Browse through the list of Disbursement Requests and Purchase Orders by using <PF8> to go forward and <PF7> to go backwards.	Preparer or Approver
6. What is a Preparer?	None	A Preparer is a member in the system that has access to create/modify/view a document within their User Group.	Preparer
7. What is an Approver?	None	An Approver is a member in the system that has access to approve a document within their User Group and to create budget transactions.	Approver

Question	Direct Command	Special Instructions	Type of User
8. How to view the approval path for a Disbursement Request.	CM AS DQ	Type "Fin" in "System Id" field. Type "DS" in "Document Type" field. Type DR number including fiscal year in the "Document Id" field. Press <Enter>. Type "DI" in the "Action" field of the DR you would like to display, press <Enter>.	Preparer or Approver
9. How to view the approval path for a Department Requisition.	CM AS DQ	Type "FIP" in the "System Id" field. Type "DN" in "Document Type" field. Type Dept. Req. Number including fiscal year, press <Enter>. Type "DI" in the " Action" field of the DR you would like to display, press <Enter>.	Preparer or Approver
10. What is a User Group?	CM UG UG	A user group is a number that describes the approval path for a group of individuals. Every user in the system is assigned to a user group. Every account is assigned to a user group. The following instructions allow you to view the user group(s) in which you are a member. Use up-arrow key to place the cursor on the user group you would like to display account information, press <Enter>.	Preparer or Approver
11. How to select an **alias** to approve a Disbursement Request and a Department Requisition.	CM AS IS	User up-arrow key to place the cursor on the alias you would like to select, press <Enter>.	Approver
12. How to select an alias for a Budget Transfer.	CM CB BT SA	Us up-arrow key to place the cursor on the alias you would like to select, press <Enter>.	Approver
13. Where to find additional information on Security/Chart of Accounts.	None	Refer to Section 5 (Budget) in the Finance Manual for additional information.	Preparer or Approver

Budget:

Questions	Direct Command	Special Instructions	Type of User
1. How to create a BT.	CM CB BT BT	Enter all required data in the screen per the instructions in Section 5 of the Finance Manual.	Approver
2. How to retrieved a saved BT not sent for approval.	CM CB BT MT	Enter "MO" in the "Action" field of the BT you would like to display, press <Enter>.	Approver

Questions	Direct Command	Special Instructions	Type of User
3. How to determine that a BT will go to the Budget Department for approval.	CM CB BT	This can only be done at the time that a BT is created. To send for approval, press <PF6>, pop-up screen message reads "Forwarded to Next Approver Budget". The system will not allow you to view this status of this BT again until it is posted to the General Ledger.	Approver
4. How to check for BT send back from the Budget Department.	CM CB BT MT	Enter "MO" in the `Action" field of the BT you would like to display, press <Enter>. Press <PF6> to display the message.	Approver
5. How to track a BT after it is posted to the General Ledger.	CM IP IT	Enter the report period, press <Enter>. Enter "BT" in the "Journal Type" field and the BT number in the "Journal Number" field, press <Enter>.	Preparer or Approver
6. What is the approval path for a BT within a user group?	None	A BT does not have a 2" and 3` approval level, as do other transactions.	Approver
7. What is the special approval path for Fund 2 and Fund 7 BT?	None	This type of BT is sent to Special Accounts for approval before the are posted to the General Ledger.	Approver
8. Where to find additional information on Budget Transfers.	None	Refer to Section 5 (Budget) in the Finance Manual for additional information.	Preparer or Approver

Accounts Payable:

Questions	Direct Command	Special Instructions	Type of User
1. How to create a DR (Disbursement Request).	CM DM MD	Type "A" in the "Action" field and proceed with entering all the data required in the screen per instructions in Section 4 of the Finance Manual. Follow special instructions also in Section 4 of the when invoice number is not available.	Preparer
2. How to view a DR.	CM DM MD	Type "D" in the "Action" field. Type the DR number, press <Enter>.	Preparer
3. How to modify a DR.	CM DM MD	Type "M" in the "Action" field. Type DR number, press <Enter>. Enter desired changes, press <Enter>.	Preparer

Questions	Direct Command	Special Instructions	Type of User
4. How to cancel a DR.	CM DM MS	Type DR number, press <Enter>. Type "Cancel" in the "New Status" field, press <Enter>. Type a note describing reason for cancellation, press <Enter>.	Preparer
5. How to view cancel/rejected/send back notes.	CM DM MD	Type "D" in the "Action" field. Type DR number, press <Enter>. Type "D" in the "Action" field. Type "Y" in the note field with a ">" (cancel note is in ON-Hold field, reject note in Rejected field, Send Back note is in Returned field), press <Enter>.	Preparer
6. How to check for send back disbursement for anyone in your in your user group.	CM DM BA	Use up-arrow key to place cursor on the user group you would like to display, press <Enter> and press <Home>. Type "S" in the "Action" field next to the account, press <Enter>. If there is a DR, type "D" in the "Action" field by the DR you would like to display, press <Enter>. Type "Y" in the "Return Note" field, press <Enter>.	Preparer
7. How to check for send back and rejected disbursements that were originally entered by you.	CM DM BR	Press <HOME> key and Type "D" in the "Act" field by the disbursement you want to Display , press <Enter>.	Preparer
8. How to view all disbursements entered by you.	CM DM BD	Press <HOME> key and Type "D" in the "Act" field by the disbursement you want to Display , press <Enter>.	Preparer
9. How to view a transaction in the General Ledger by account number or a specific calendar period.	CM UG UG	Use up-arrow key to place cursor on the user group you would like to display, press <Enter>. Type "GL" in the "Action" field by the account you want to display, press <Enter>.	Preparer or Approver
10. How to find a check number for a Disbursement Request.	CM DM BA	Use up-arrow to place cursor on the user group you would like to display, press <Enter>. Type "D" in the "Action" field by the account you would like to display, press <Enter>. Type "P" in the "Action" field by the disbursement you would like to display, press <Enter>. Press <PF11 > 2 times.	Preparer
11. How to find a check number for a Disbursement Request.	CM UG UG	Use up-arrow to place cursor on the user group you would like to display, press <Enter>. Type "DI" in the "Action" field by the account you would like to display, press <Enter>. Type "P" in the "Action" field by the disbursement you would like to display, press <Enter>. Press <PF11 > 2 times.	Preparer or Approver

Questions	Direct Command	Special Instructions	Type of User
12. How to complete a petty cash voucher.	None	Refer to Section 8 (Appendix) in the Finance Manual for form #18a. The form must contain the following: • Authorizing signature (one level higher than purchaser) • Original receipts attached • Department Qual and appropriate GL code • Description of items purchased and amounts requested • Purchaser signature, phone ext., and the name of the person authorized to pick-up funds id from purchaser. Refer to Section 4 (Accounts Payable) in the Finance Manual for additional information on petty cash vouchers.	
13. How to complete a mileage reimbursement form.	None	Refer to Section 8 (Appendix) in the Finance Manual for form #18b. The form must contain the following: • Complete appropriate information fields: dates traveled, destination and number of miles • Department Qual and appropriate GI Code • Traveler's signature for insurance coverage and travel, phone ext. and name of person authorized to pick-up funds. • Department Head approval. • Receipts for parking are required; receipts for tolls are preferred. Refer to Section 4 (Accounts Payable) in the Finance Manual for additional information on mileage reimbursement.	

Purchasing:

Questions	Direct Command	Special Instructions	Type of User
1. How to create a Department Requisition.	CM DR AD	Enter all required data in the screen per the instructions in Section 4 of the Finance Manual.	Preparer
2. How to modify a Department Requisition.	CM DR	Type "VI" in the "Code" field type the Req. number starting with the fiscal year, press <Enter>. Enter desired changes, press <Enter>.	Preparer
3. How to view a Department Requisition in "Send Back" Or Rejected status.	CM DR SB	Type "V" in the action field for the Req you would like to display, press <Enter>. Move the cursor to the note field with the ">" sign, type "Y", press <Enter>.	Preparer
4. How to view note for a Department Requisition in "send back" status.	CM DR SR	Move the cursor the user group you would like to display, press <Enter>. Type "D" in the "Action" field for the Req you would like to display, press <Enter>. Type "V" in the action field for the Req you would like to display, press <Enter>. Move the cursor to the note field with the ">" sign, type "Y", press <Enter>.	Preparer
5. How to find a PO (Purchase Order) number for a Department Requisition.	CM DI SD	Type "D" in the "Action" field and the Dept. Req. number, press <Enter>.	Preparer or Approver
6. How to view a PO.	CM DI SP	Type "D" in the "Action" field and the PO number starting with the ear, press <Enter>.	Preparer or Approver
7. How to check if the vendor changed on the PO.	CM DI SP	Type "D" in the "Action" field type the PO Number, press <Enter>.	Preparer or Approver
8. How to find a check number for a PO.	CM DI PO	Enter the PO Number, press <Enter>. Press <PF11 >	
9. How to determine the balance on a PO.	CM DI PO	Type the PO number including the fiscal year, press <Enter> Press <PF11 > 2 times. Look at “Remaining Balance” Field	Preparer or Approver
10. How to cancel a PO.	CM DR	Type "VI" in the "Code" field, type the Req. number starting with the year, press <Enter>. Press <PF7>.	Preparer

Questions	Direct Command	Special Instructions	Type of User
11. How to view a transaction in the General Ledger by account for a specific calendar period.	CM IP BG BA	Tab to the second space in the account field enter the Qual, press <Enter>. Browse through the list of Disbursement Request and Purchase Orders by using the <PF8> key to go forward and the <PF7> key to go backwards.	Preparer or Approver
12. Where to find additional information on Purchasing.	None	Refer to Section 3 (Purchasing) in the Finance Manual for additional information.	Preparer or Approver

CAMPUS MENU DIRECT COMMANDS

QUICK REFERENCE GUIDE

Approval System	Fast Path
Approval Inquiry by Date	CM AS AD
Approval Inquiry by System	CM AS AS
Document Inquiry	CM AS DQ
Selecting our Alias	CM AS IS

Disbursement Request Menu	Fast Path
Create/Maintain Disbursement Request	CM DM MD
Maintain Disbursement Request Status	CM DM MS
Browse Disbursement Request by Account	CM DM BA
Maintain ‘Pre-Paid’ Disbursement Request	CM DM PR
Browse Rejected/Sent Back DR’s	CM DM BR
Browse All Disbursements Requests For a User	CM DM BD

Campus Budget	Fast Path
Create a Budget Transfer	CM CB BT BT
Maintain a Budget Transfer	CM CB BT MT
Departmental Budget Summary	CM CB BT DB
List Org Units by Qual 1	CM CB

Department Requisition Menu	Fast Path
Add New Department Requisition	CM DR AD
View/Update Department Requisition	CM DR VI
Copy Add New Department Requisition	CM DR CO
Copy Purchase Req to Department Req	CM DR CP
Search & Update Requisition by Acct. No.	CM DR SA
Return/Exception Menu	CM DR RR
Search & Update Requisitions Menu	CM DR SR
Search Requisitions by Entry Date	CM DR SR RD
Browse Department Requisitions by Account	CM DR SR RA
Search Requisitions by Contact Name	CM DR SR RC
Search Requisitions by Status	CM DR SR RS
Search Requisitions by Fiscal Year	CM DR SR RF
Search Requisitions by Type	CM DR SR RT
Search Requisitions by Buyer	CM DR SR RB
Search Requisitions by Suggested Vendor	CM DR SR RV
Search Requisitions by Requestor Name	CM DR SR RR
Search Requisitions Items in I* status	CM DR SR RI

Enter the fast path codes on the direct command line to go directly to the screen without having to use the menus

State of a Document Requisition	CM DI SD
Origins of a Purchase Order	CM DI OP
State of a Purchase Order	CM DI SP
Browse Open POs for Invoice/Receivings	CM DI BP
Browse Open POs for Inv/Rcvs by Vendor	CM DI BV
Browse Invoices Sent For Payable/3 Way Match	CM DI BI
Browse Invoice Item History	CM DI PO
Browse Disbursement R . Converted to Payable	CM DI BD
G/L Transaction Detail Browses	CM DI BG
Browse G/L Transaction. By Account Number	CM DI BG BA
Browse G/L Transaction By Dept/Purchase Req	CM DI BG BP
Browse G/L Transaction By Purchase Order	CM DI BG BO
Browse G/L Transaction By Disbursement Req	CM DI BG BD
Browse G/L Encumbrances by Account Number	CM DI BG BE
Browse G/L Transaction By Fiscal Year/GL Code	CM DI BG BL

List a user's Group	CM UG UG
List Or Units for a User Group	CM UG OG
Browse G/L Summary for a User Group	CM UG GL
Browse Department Reqs for an Org Unit	CM UG DR
Browse Disbursement Reqs for an Org Unit	CM UG DS
Browse Purchase Orders for an Org Unit	CM UG PO
Browse G/L Encumbrances by Account No.	CM UG BE
Browse G/L Transactions by Fiscal Year/GL Code	CM UG BL

General Ledger Transaction Detail Browse	**Fast Path**
Inquire Posted Transactions	CM IP IT
Inquire G/L Summary by Org unit	CM IP IS
Inquire G/L Roll-up by Org unit	CM IP IR
G/L Transaction Detail Browses	CM IP BG

Enter the fast path codes on the direct command line to go directly to the screen without having to use the menus.

Inquire Posted Transactions	**Fast Path**
Browse G/L Transaction By Dept/Purchase Req	CM IP BG BP
Browse G/L Transaction. By Account Number	CM IP BG BA
Browse G/L Transaction By Purchase Order	CM IP BG BO
Browse G/L Transaction By Disbursement Req	CM IP BG BD
Browse G/L Encumbrances by Account Number	CM IP BG BE
Browse G/L Transaction By Fiscal Year/GL Code	CM IP BG BL