



**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 **RACF Form: New User ID and Program Access Requests**. This form can be found online under the IT Security Forms (www.mdc.edu/main/itsecurity/forms/). You must complete the affidavit and have it signed by your supervisor then return it to the address stated on the form or fax it. If you already have a RACF User ID and have not used it in over 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/Change Request Form** (FORM #10-08). Have it signed by your supervisor then mail it **to the Business Affairs – Odyssey Security, Room 1142, Kendall Campus**. This form may be requested from the Business Affairs Security Office at 7-0375/0395. 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** 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/Change Request Form** (FORM #10-08). Have it signed by your supervisor then mail it to the Business Affairs – Odyssey Security, Room 1142, Kendall Campus. 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.

```
Miami Dade College z/OS 1.9.0 Communications Network
11011 SW 104 St, Miami, FL 33176

M             MMMMMMMMMMMM MMMM
MM           MMMMMMMMMMMM MMMMMMMM
MMM          MMMMMMMMMMMM MMMMMMMMMM
MMMM        MMMMMMMMMMMM MMMMMMMMMMMM
MMMMMM      MMMMMMMMM   MMMMMMMMMMMMM
MMMMMMM     MMMMMM     MMMMMMMMMMMMMM
MMMMMMMM    MMMMM      MMMMMMMMMMMMM
MMMMMMMMMM  MMMM       MMMMMMMMMMMM
MMMMMMMMMM  MMM        MMMMMMMMMMMM
MMMMMMMMMM  MM         MMMMMMMMM
MMMMMMMMMM  M          MMMM

                Help Desk 305-237-2505
Press the ENTER key to Continue ... or press the PF3 key to Exit
```

Press ENTER key to continue. This will take you to the screen where you should be entering your RACF user id and temporary password.

```

KLGLGON1 _____ Entry Validation _____
Date: 08/06/09                               System: MDC
Time: 14:39:24                               Device: TCP01691

      Identification:
      Userid.....
      Password..... _____ Change Password ? N (Y or N)

      Additional Information:
      Group.....
      Acct..... _____
      Proc..... _____

Bulletins:

ENTER USERID
Enter F1=Help F3=Exit

```

The cursor should be next to the field titled **Userid** ==>. 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 last 6 digits of your MDID number (this is a temporary password, it is recommended that you change your password**) or the initial password send on the email confirmation. Now press the <**ENTER**> key.

****When performing this exercise with the intent of changing your password, enter your **Userid** and **secret Password**. Tab to the field "Change Password?" and select "Y". Press <ENTER> key.** The next screen you will see will look like the sample on the next page.

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.

```
KLGNPWD1          Change Password

Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password.....

Command ===>
Enter  F1=Help  F3=Exit  F12=Cancel
```

The cursor should be resting next to the instruction that reads “**Enter new password**”. Now press the <TAB> key. The cursor should now be resting next to the field that reads “**Verify 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 <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.

```
KLGLGON1                      Entry Validation
Date: 08/06/09                 System: MDC
Time: 14:39:24                 Device: TCP01691

      Identification:
      Userid.....
      Password.....           Change Password ?  N (Y or N)

      Additional Information:
      Group.....
      Acct.....
      Proc.....

      Bulletins:

      ENTER USERID
      Enter  F1=Help  F3=Exit
```

The cursor should be resting next to the field titled **Userid==>**. 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 and press **<ENTER>** key, you will be taken to the Main Menu screen. See the sample screen on the next page.

MAIN MENU

When this screen is displayed your cursor will be positioned at the first **Session ID**. You can press the <**TAB**> key to select a different session id. To access Odyssey select the session id "**PROD**" then type "s" (select) and press <**ENTER**>.

```
_____ Actions Options Commands Features Help
-----
KLSVSEL1          CL/SUPERSESSION Main Menu          More:
-----
Select sessions with a "S" or a "/" for a list of action codes.

  Session ID  Description                               Type      Status
  -----
  ___ PROD    MDC Odyssey Production                          Multi
  ___ ASTRA   MDC Astra Production                            Multi
  ___ REPORTS TRMS Online Report System                      Multi
  ___ DEV1    Odyssey Training & Development 1              Multi
  ___ DEV2    Odyssey Training & Development 2              Multi
  ___ CICZ    MDC DBA Development 1                          Multi      Unavailable
  ___ CICA    MDC Student ADM and Audio Visual              Multi

Command ==>
Enter F1=Help F3=Exit F5=Refresh F9=Retrieve F10=Action

MDC/TCP02280
```

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
Sep 23,09

***** Miami Dade College *****
- Production Systems -

5:01 PM

AO	ASTRA/Odyssey
AR	Agency Accounts Receivable System
AT	ASTRA - 1997 Viewing Only
BA	Budget Amendment System
BR	Bursar Authorization
DS	Decision Support System
FA	FUNd\$
FB	Prior Term(s) Reprints
FT	Faculty Transcripts
GL	General Ledger Views
MD	Account Number Conversion Main Menu
OD	Odyssey System
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 bkwrđ frwrđ 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 *****                      2:16 PM
Aug  6,09
MDC Port

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
RP  Inter-department Report Menu
UT  Utilities System
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

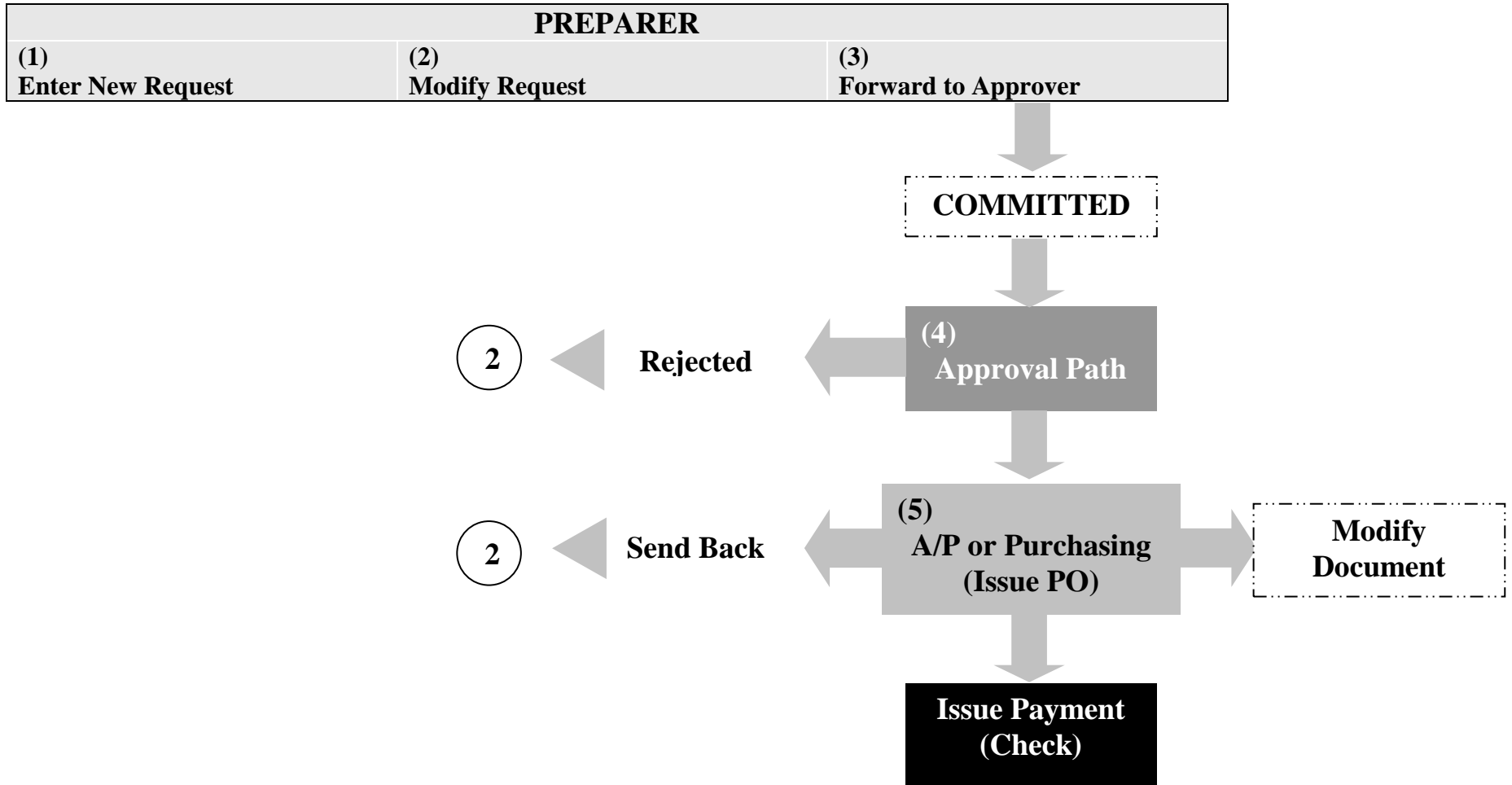
All department requisitions and disbursement requests will be entered into the **Odyssey Finance System** by a designated preparer for that general ledger account. These requests can be modified at any time before they are sent for approval. Once sent for approval no changes are permitted and the funds 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 ***** 3 FIA100M1
Aug 7,09          - Add Disbursement Request 2          4 more > 4

Disb.Req.No: 2010          5 *Req Type:  _
Status:
Contct Name: _____ Total Amt: _____
Email: _____ Ph#: _____
PayTo *Type:  _          *ID: _____ *Seq#: _____ Curr Payee Pay TP:
Name: _____
Address:

City: _____ St: _____ Zip:
Phone: _____ Ext: _____
6 *Org Unit*Qual1 Loc*GLC Qual2 Lines
*Account: _____ for the amount: _____
Purpose: _____
7 Notes:Rejected: _ Returned: _ On-Hold: _ Change: _ Addr: _ PaymI: _
8 Due Date: _____ Sch Pay: _____ Project Nbr: _____
Attach: _ Pick-Up Chk: _ Separate Chk: _ Invoice#: _____
10 Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn quit Add          bkwrdr frwrdr left right main 9











1707 - Enter req'd info on this screen and press <enter> to add. 11
    
```

- 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 **Req Type** field gives you the different disbursement request types you wish to add.

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 “*Req. type” and “*Pay To 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 in 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 <PF1>. 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 **Due Date:** The day the payment is 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 AD 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 1-33 & 1-34).
- 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 important that you monitor these messages whenever you press <Enter>.

COMMON FUNCTION KEYS

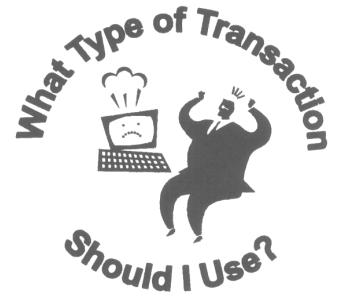
	F1	PF1	Where an * (asterisk) appears next to a field active help is available position the cursor next to the field and press <PF1>. <PF1> from any screen gives you general help about the screen.
	F2	PF2	Return to the previous screen or menu.
	F3	PF3	Exit session.
	F7	PF7	Scroll up (vertical) a list 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 processed as department requisitions:

- Any purchase of equipment with a unit value of \$1,000 and above
- Any purchase from one vendor/supplier that exceeds \$1000
- Any computer-related equipment, software, or any audiovisual equipment requiring Learning Resource (LR) approval.
- Any item, regardless of dollar amount, requiring LR approval including preview of software.
- Annual Service Contract (SC) for equipment or software maintenance contracts
- Approved Agreements for Services (i.e. consulting and professional services) in excess of Category Two per Florida Statutes Section 287.017 (currently \$25,000)
- Any purchase where the vendor/supplier requires Prepayment (PP), except travel-related expenses



The following transactions can be processed as a department requisition *or by using the MDC Purchasing Card or Corporate Credit Card*, as authorized:

- Purchase of materials or supplies from one vendor (such as that of a Blanket Orders (BO) or Open Accounts), not exceeding \$1,000
- Services, such as repairs, not exceeding \$1,000
- Minor equipment with an item cost of less than \$1,000, excluding computer-related equipment, software, or any audiovisual equipment requiring the approval of Learning Resource (LR)
- Rental vehicles

DISBURSEMENT REQUEST

The following transactions must be processed as disbursement requests:

- Travel/Personal Reimbursement
- Personal reimbursement in excess of \$100, but not in excess of \$500
- Additional charges on a Purchase Order that has previously been closed, when those additional charges exceed \$1,000

The following transactions can be processed as a disbursement request *or by using the MDC Purchasing Card or Corporate Credit Card*, as authorized:

- Registrations fees, hotel or airline charges, and rental vehicles used during official College travel
- Any type of subscription (magazine, newsletter, etc).
- Payments for Agreement for Services contracts(i.e. consulting and professional services) not exceeding Category Two per Florida Statutes Section 287.017 (currently \$25,000)
- Items received on approval or preview, such as books, when the items have already been received
- Institutional memberships to professional organizations

PETTY CASH

The following transactions can be processed via Petty Cash procedures (Procedure 3270):

- Employee reimbursements for In-District mileage and emergency purchases of materials and supplies
- Petty Cash limit is \$100

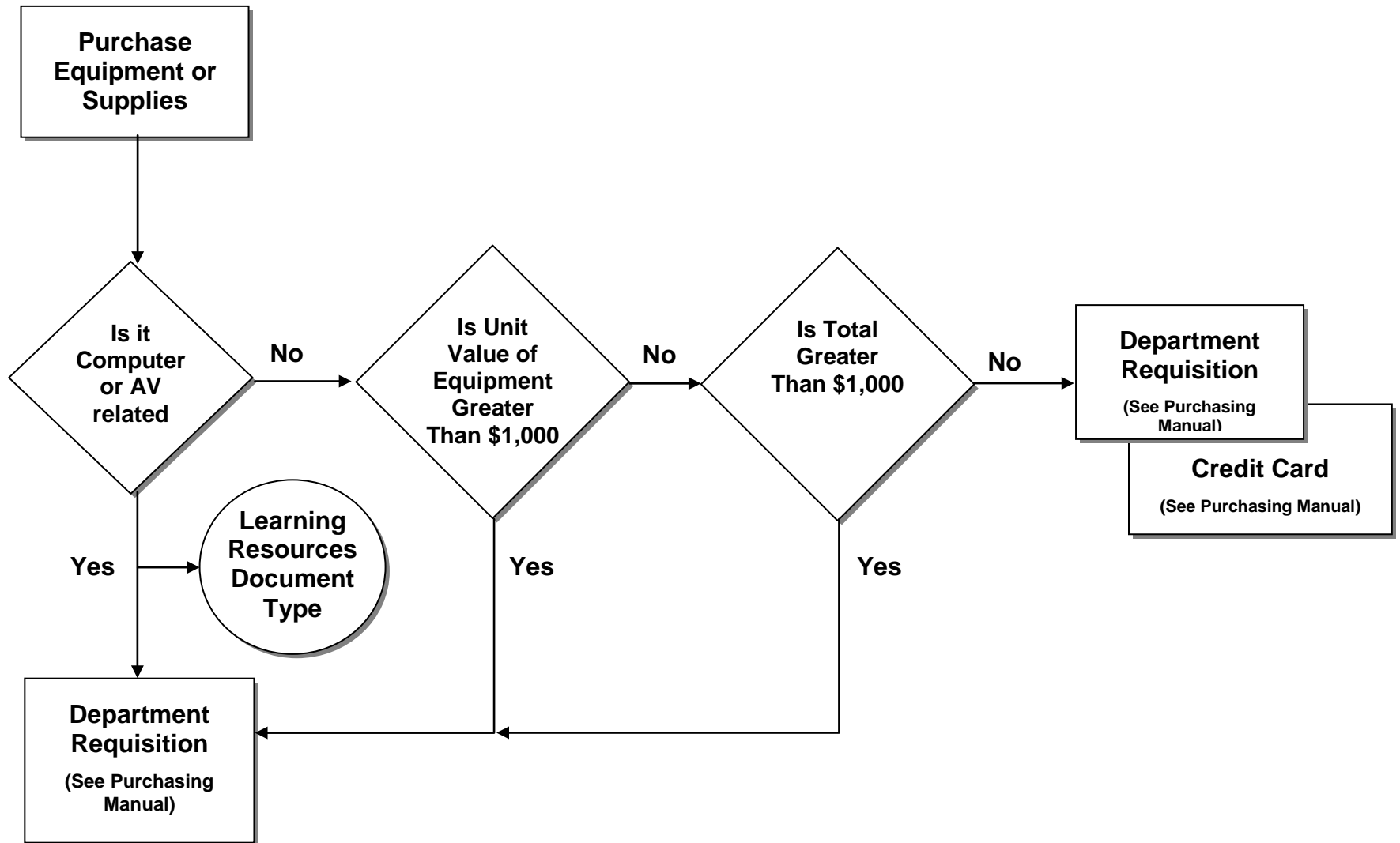
MIAMI DADE COLLEGE PURCHASING CARD

The following transactions may be done on the MDC Purchasing Card only if the vendor accepts VISA as a form of payment. The total cannot exceed \$1000 per transaction, and \$5,000 per month.

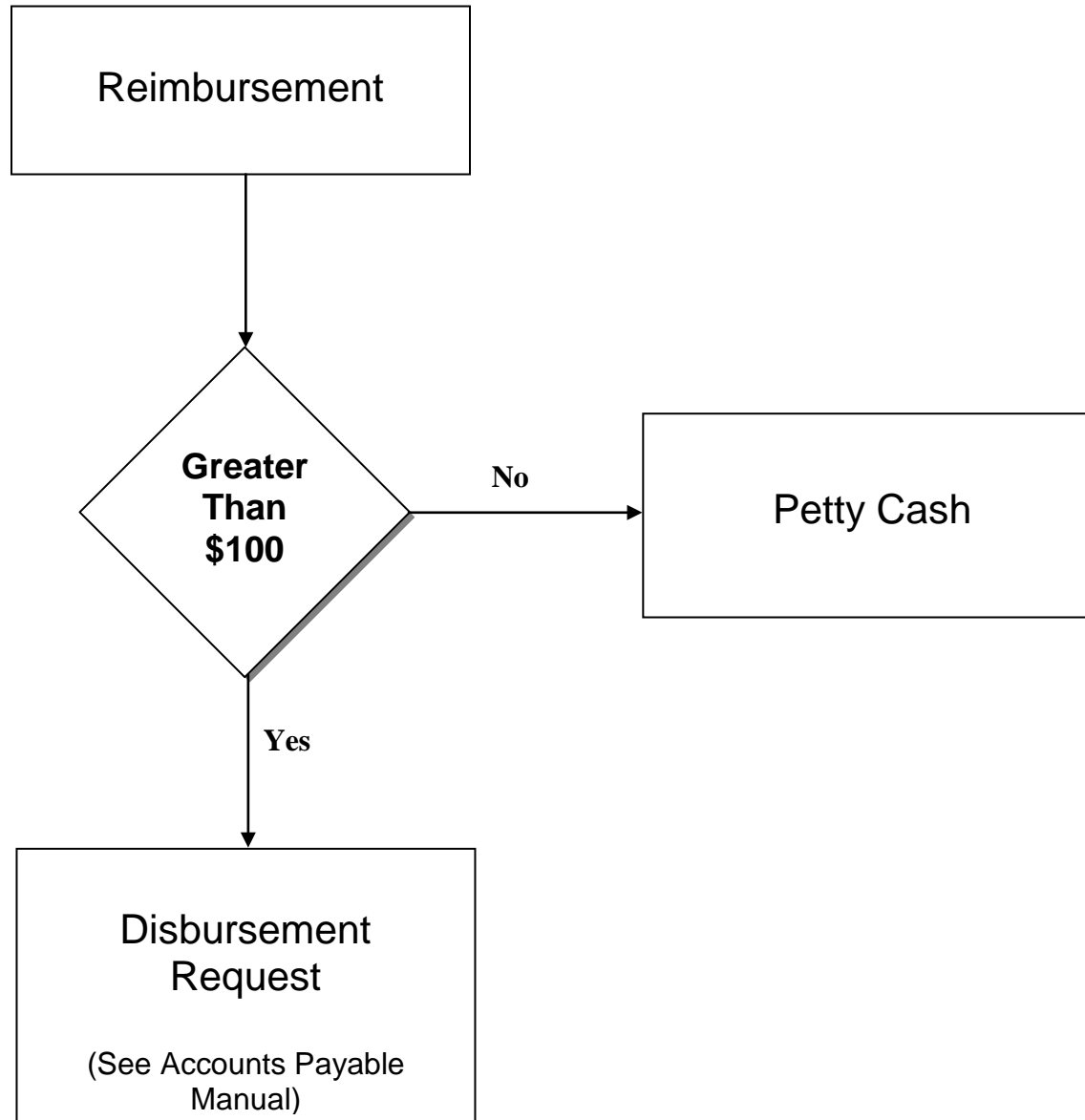
- Repairs, not exceeding \$1,000
- Purchases of materials or supplies of less than \$1,000
- Hotel charges
- Memberships
- Subscriptions
- Registration Fees
- Rental of vehicles

For more specific guidelines and instructions for the above mentioned procurement methods, please reference Procedure 6000 – “Methodology for the Procurement of Goods and Services Used by the College”.

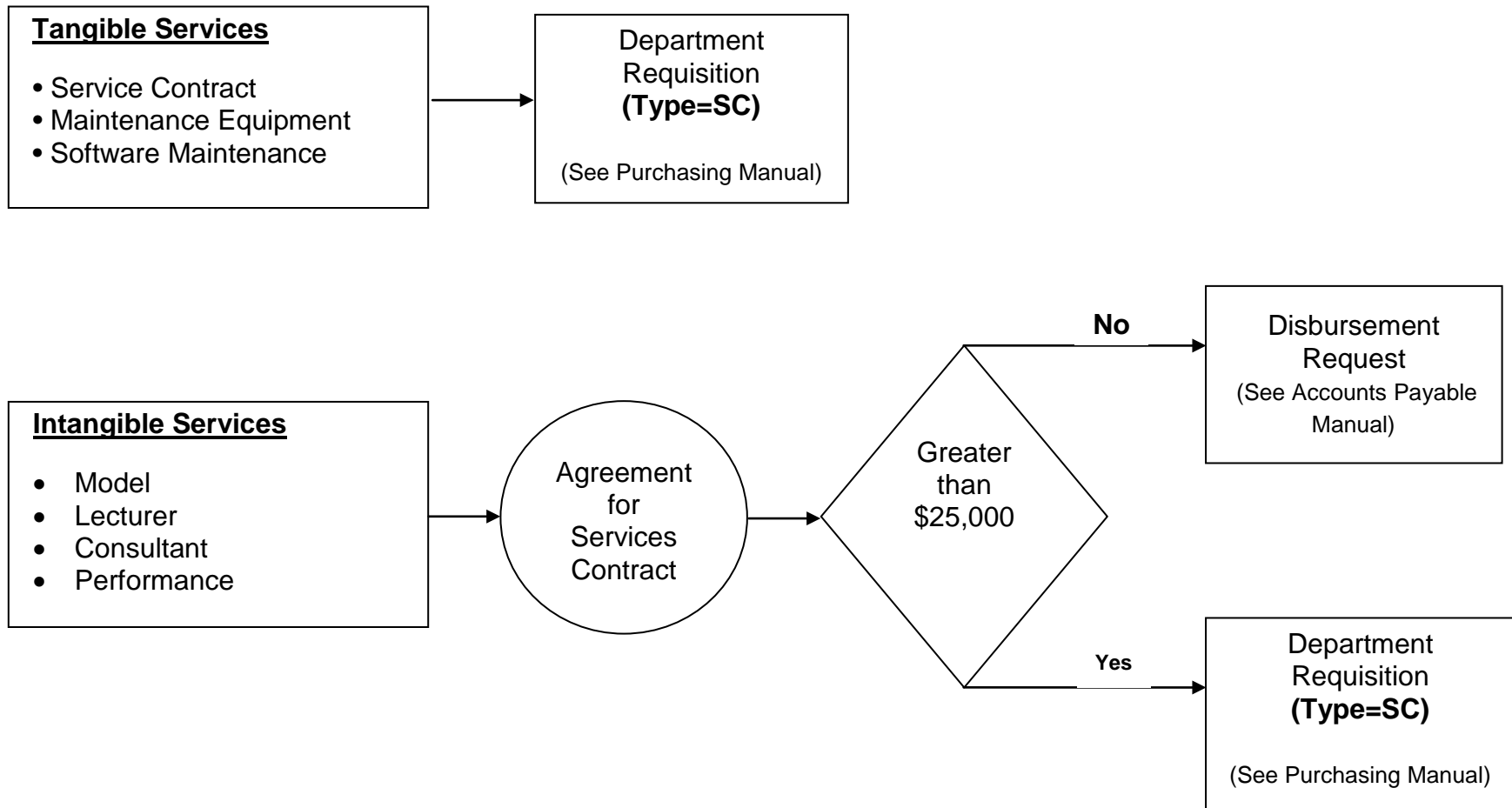
WHAT TRANSACTION SHOULD I USE TO PURCHASE EQUIPMENT OR SUPPLIES?



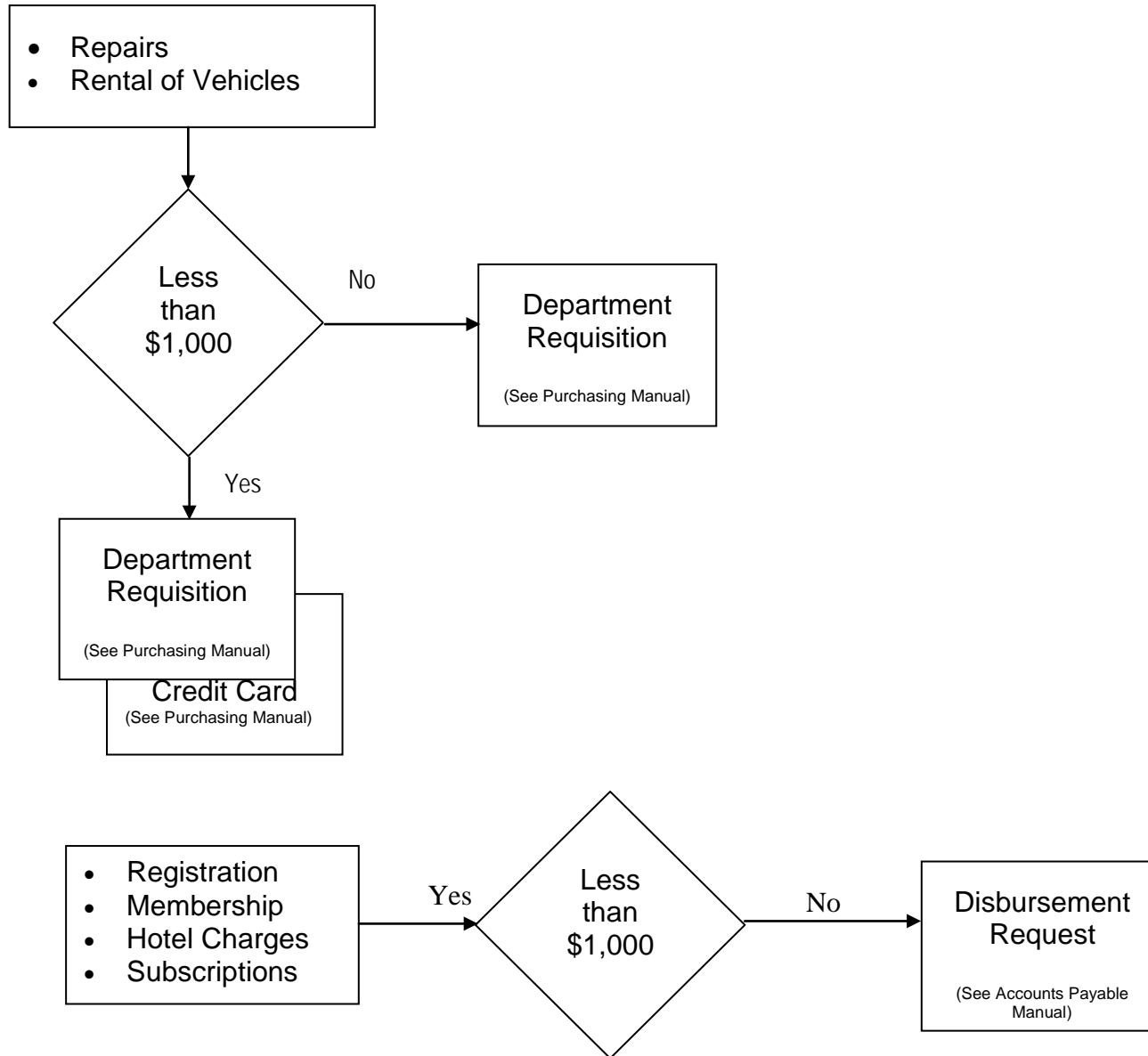
WHAT TRANSACTION SHOULD I USE FOR A REIMBURSEMENT



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
DN Department Requisition
DS Disbursement Request
EN Encumbrance
JE Journal Entry
JV Journal Voucher
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 <PFI>. 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 Aug 7,09	***** FINANCIAL SYSTEMS ***** - Department Requisition Menu -	FIP310M0 02:59 PM
----------------------	--	----------------------

Code	Function	Req. Num.	Fiscal 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....: 2010 _____ *Prq Num....: 2010 _____ R -- Required
 Fiscal Year: 2010

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 a record

'B' to Browse a list of values

'C' to clear screen (does not erase/remove information) contents

'D' to display a record

'M' to Modify a record

'N' to display the next record

'P' to Purge data (removes data from file)

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
Sep 22,09

***** FINANCIAL SYSTEMS *****
- Create/Maintain Disbursement Request -

FIA100M1
2 more >

*Action (A,B,C,D,M,N,P) ___ Disbursement Req#: 2010 _____ 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: _
Dates: Invoice: _____ Recv: _____ Due: _____ Sch Pay: _____
Attachments: _ Pick-Up Chk: _ Separate Chk: _ Invoice#: _____
Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
help retrn quit bkwrđ frwrđ left right main

SCREEN NAVIGATION 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 *****
Sep 22,09                      - Browse Purchase Orders -                      2 more >

Fiscal      PO                Deliver  PO Print  Status      Shp
Year      Number          Vendor Name    Date      Date      Rec      Doc      To
-----
2010 00020242 OFFICE DEPOT    06/30/10 07/13/09 RC:COMP OPEN
2010 00020391 OFFICE DEPOT    06/30/10 07/15/09 RC:COMP OPEN
2010 00020474 OFFICE DEPOT    06/30/10 07/20/09 RC:COMP OPEN
2010 00020478 OFFICE DEPOT    06/30/10 07/17/09 RC:COMP OPEN
2010 00020562 OFFICE DEPOT    06/30/10 07/21/09 RC:COMP OPEN
2010 00020588 OFFICE DEPOT    06/30/10 07/22/09 RC:COMP OPEN
2010 00020590 OFFICE DEPOT    06/30/10 07/22/09 RC:COMP OPEN
2010 00020656 OFFICE DEPOT    06/30/10 07/23/09 RC:COMP OPEN
2010 00020657 OFFICE DEPOT    06/30/10 07/23/09 RC:COMP OPEN
2010 00020776 OFFICE DEPOT    06/30/10 07/29/09 RC:COMP OPEN
2010 00020777 OFFICE DEPOT    06/30/10 07/29/09 RC:COMP OPEN
PO Status: OP Fiscal Year: 2010 P.O. Number: _____ Ship To __
Vendor Name OFFICE DEP Contact Name _____ Rec Status __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--P
      help retrn                               bkwrd frwr 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 *****
Sep 22,09                - Browse G/L Transaction by Dept/Purchase Req -          2 more >

Commitment      Account Number      Period Typ      PO Nbr      Amount
-----
201000000002  10090000D190009030111    200907 CO      120,000.00-
201000000002  10090000D190009036111    200907 CO      120,000.00
201000000002  16310100D631119062506    200907 CO      120,000.00
201000000002  10090000D190009030111    200907 CO      42,988.42
201000000002  10090000D190009036111    200907 CO      42,988.42-
201000000002  16310100D631119062506    200907 CO      42,988.42-
201000000002  10090000D190009030111    200907 CO      77,011.58
201000000002  10090000D190009036111    200907 CO      77,011.58-
201000000002  16310100D631119062506    200907 CO      77,011.58-
201000000003  10090000D190009030111    200907 CO      50,000.00-
201000000003  10090000D190009036111    200907 CO      50,000.00
201000000003  16310100D631119062506    200907 CO      50,000.00
201000000003  10090000D190009030111    200909 CO      50,000.00
201000000003  10090000D190009036111    200909 CO      50,000.00-
Request Number: 2010 _____ List all request numbers: Y 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 direct 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 "DE" next to one of the records below, the system will advance you to the "Browse Department Requisitions by Account Number" screen.
2. The standard PF keys are available but not displayed in this screen type. You can use <PF1>-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.

```

FIU725N1                ***** FINANCE SYSTEMS *****
Sep 22,09                - Browse Org Units for a Group -                3:29 PM

      State
      Org   Qual
Action Unit   1  Location Active Start Start Start  End  End End
-----
   ___ 16225000 D62251   90     A    07   01  1998   06  30  2098
                        *** End of Data ***

Group ID: 13220102      State Org Unit: _____ Qual 1: _____ Location: _
Direct command...: _____
GL sum   Disb reqs  DEpt reqs  POs
  
```

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	Web link for the form: www.mdc.edu/businessaffairs/Papers/Forms/COA-form%20and%20Instructions%20051309.pdf Refer to the Approval Section, Under Chart of Accounts for step by step instructions.	Preparer or Approver
2. How to view the GL Codes attached to an account if you are a Preparer.	CM DM AD	Type the Qual 1, tab 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. When done press <PF2>.	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, tab 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. When done press <PF2>.	Approver
4. How to add a GL Code to an account.	None	Complete Modification Chart of Account Form, link above in #1. Refer to Approval Section for step by step instructions.	Preparer or Approver
5. How to view current balances and transactions for an account in the General Ledger for a specific calendar.	CM IQ 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 , Purchase Orders, Budget Transfers and Purchasing card 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 IQ DI DD	Type "Fiscal Year" and "Ref Number " <Enter>. Press <PF5> and the Approval Path is displayed. <PF2> to exit.	Preparer or Approver
9. How to view the approval path for a Department Requisition.	CM IQ DI SD	Type "D" on action line to Display. Type "Fiscal Year" and "Req. Number" <Enter>. Press <PF9> and the Approval Path is displayed. <PF2> to exit.	Preparer or Approver
10. What is a User Group?	CM IQ UG UG	A user group is a number that describes the approval path for a group of individuals and quals. 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, Department Requisition, Budget Transfer and Purchasing Card.	CM AS IS	User up-arrow key to place the cursor on the alias you would like to select, press <Enter>.	Approver
12. Where to find additional information on Security/Chart of Accounts.	None	Refer to the Approvals Manual Section for complete 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 retrieve 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
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 sent 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>.	Approver
5. How to track a BT after it is posted to the General Ledger.	CM CB BT BP	Enter the report period 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	Fund 1: \$1 - \$4,999 will post directly to General Ledger \$5,000 and up to Administrative Dean/District Area Head All other Funds: All BTs to Budget Manager then Administrative Dean	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 they 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 AD	Proceed with entering all the data required in the screen.	Preparer
2. How to view/modify a Disbursement Request	CM DM VI	This area allows you to view and/or modify disbursement prior to sending for approval.	Preparer
3. How to cancel a Disbursement Request.	CM DM MS	Type Disbursement Request number, press <Enter>. Type "Cancel" in the "New Status" field, press <Enter>. Type a note describing reason for cancellation, press <Enter>.	Preparer
4. How to check for send back and rejected disbursements by user ID.	CM DM BR	Press <HOME> key and Type "D" in the "Act" field by the disbursement you want to Display, press <Enter>. You will have access to display/modify the disbursement request, view payables or change the status ONLY if you have access to the account/user group on the disbursement request	Preparer
5. 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
6. How to view a transaction in the General Ledger by account number or a specific calendar period.	CM IQ IP IS <tab>	Enter the QUAL and REPORT PERIOD that you wish to view and press <ENTER>. Go up to the column and GLC that you wish to view keeping in line with the (+).	Preparer or Approver
7. How to find a check number for a Disbursement Request	CM DM VI or CM DM SR	Go to disbursement & press your PF4 key to display payment information. Go into any of the eight browses to view Check # information on the Disbursement.	Preparer
8. How to view Payment History and Approval Path	CM IQ DI DD	Enter Disbursement number & press PF4 to view payment history or PF5 for approval path.	Approver

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 IQ 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 IQ DI SP	Type "D" in the "Action" field and the PO number starting with the year, press <Enter>.	Preparer or Approver
7. How to check if the vendor changed on the PO.	CM IQ 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 IQ DI PO	Enter the PO Number, press <Enter>. Press <PF11 >	

Questions	Direct Command	Special Instructions	Type of User
9. How to determine the balance on a PO.	CM IQ 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
11. How to view a transaction in the General Ledger by account for a specific calendar period.	CM IQ 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
Delegate your Alias'	CM AS ID
Select your Alias'	CM AS IS

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 Qualifier 1	CM CB OQ

Disbursement Request Menu	Fast Path
Create a Disbursement Request	CM DM AD
View/Modify a Disbursement Request	CM DM VI
Cancel a Disbursement Request	CM DM MS
Browse Rejected/Sent Back DR's by user ID	CM DM BR
Browse All Disbursements Requests For a User	CM DM BD

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

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

General Ledger Transaction Detail Browse Fast Path

Inquire Posted Transactions	CM IQ IP IT
Inquire G/L Summary by Org unit	CM IQ IP IS
Inquire G/L Roll-up by Org unit	CM IQ IP IR
G/L Transaction Detail Browsers	CM IQ 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 IQ IP BG BP
Browse G/L Transaction. By Account Number	CM IQ IP BG BA
Browse G/L Transaction By Purchase Order	CM IQ IP BG BO
Browse G/L Transaction By Disbursement Req	CM IQ IP BG BD
Browse G/L Transaction By P-card number	CM IQ IP BG BC
Browse G/L Encumbrances by Account Number	CM IQ IP BG BE
Browse G/L Transaction By Fiscal Year/GL Code	CM IQ IP BG BL