

Odyssey Finance System

How to Add a Department
Requisition on the WEB

Odyssey Finance

Department Requisition

Screen Cast Topics

- When to use a Department Requisition
- What is the process
- How to enter Department Requisition in the Odyssey System on the WEB

How to enter a Department Requisition

- This is the 1st screen you see when you log into WEB.

The screenshot displays the Odysseyweb interface for Miami Dade College. At the top left is the Miami Dade College logo. The main header features the text "odysseyweb" in a large, white, sans-serif font on a dark blue background. Below the header is a navigation bar with links for "Home", "Staff", "Miscellaneous", and "Logoff". A red arrow points to the "Staff" link, which has a dropdown menu open. The dropdown menu contains the following items: "Campus", "Room Search", "Student Finances", "Approval Queue", "Department Requisition", "Disbursement Request", "Document Inquiry", "Purchasing Cards", and "View Vendor". A red arrow points to the "Department Requisition" option. To the left of the navigation bar is a "Quick Links" section with icons and text for "Paystub Info", "Leave Balances", "Request Leave", and "Change Contact Info". Below this is an "Important Dates" section with a "NEWS" header and a list of dates: "04/16/2010", "04/30/2010", "05/14/2010", and "05/28/2010", each followed by a "Paycheck Date" link. On the right side, there is an "Employee Details" section with the following information: "Employee Name: Mrs. Charmaine Stone", "Person ID: 5282", "Current Title: Buyer", and "Campus: Kendall Campus". Below this is a "Department:" label. At the bottom left, there is a "Calendar" section with a "Calendar" icon and text: "Information is automatically populated, and cannot be entered manually." The bottom of the page shows a partial view of a calendar grid with the date "April 07" visible.

Entering a requisition.....

- Here you can enter search information to look for a requisition you have already entered or create a new requisition.

The screenshot shows the Odysseyweb interface for Department Requisitions. At the top left is the Miami Dade College logo. The main header is a blue bar with the text "odysseyweb". Below the header are navigation links: Home, Staff (with a dropdown arrow), Miscellaneous (with a dropdown arrow), and Logoff. The main content area is titled "Department Requisitions" in a dark blue bar. Below this is a search form with the following fields: "Fiscal Year" (dropdown menu set to 2010), "Status" (dropdown menu set to All Statuses), "Sequence" (dropdown menu set to Requisition), and "StartCode" (text input field). Below the search fields are four buttons: "Get Requisitions", "Prev Page", "Next Page", and "Reset". Below these buttons is a "Create New Requisition" button. A callout box on the right side of the search form contains the text: "Here you can choose to locate requisition that you have already entered or you can create a new requisition!". Red arrows point to each of the search fields and the "Create New Requisition" button. At the bottom of the page, there is a navigation bar with links: Requisition Number (with a dropdown arrow), Date Added (with a dropdown arrow), Requestor (with a dropdown arrow), Status (with a dropdown arrow), Approval Vendor (with a dropdown arrow), Purchase Order (with a dropdown arrow), and Invoices.

Entering a Department Requisition continued.....

- After selecting Create a New Requisition you will see this screen.

The screenshot shows the Odysseyweb interface for Department Requisition Header Maintenance. At the top left is the Miami Dade College logo. A navigation bar contains links for Home, Staff, Miscellaneous, and Logoff. Below this is a header bar with the text "Department Requisition Header Maintenance". A row of buttons includes "Add Requisition", "Clear", "Requisition Browse", and "Create New Requisition". The main form area is titled "Requisition Contact/Delivery/Notes Information" and contains several input fields and a notes section.

Requisition Contact/Delivery/Notes Information	
Requisition Number	Notes
Reference Type	Standard Requisition
Requestor*	Charmaine A Alexander
Contact Person*	Charmaine A Alexander
Contact Phone Number*	Extension
Contact Fax Number	
Contact Email Id	Cstone@mdc.Edu

Additional form elements include a "Reject" button, search icons for Department and Buyer, and a "PrePay/Add" checkbox.

Entering your information....

- Here you will select the type of requisition and start entering your information.

The screenshot displays the Miami Dade College Department Requisitions web application. The page features a navigation bar with the Miami Dade College logo and a dropdown menu for selecting a requisition type. The dropdown menu is open, showing a list of requisition types, with 'Standard Requisition' selected. Below the dropdown menu, there are input fields for 'Requisition Number', 'Reference Type', 'Requestor*', 'Contact Person*', 'Contact Phone Number*', 'Contact Fax Number', and 'Contact Email Id'. A red arrow points to the 'Contact Phone Number*' field. To the right of the input fields, there is a 'Create New Requisition' button. The page also includes a 'Notes' section with fields for 'Reject', 'Department', 'Buyer', and 'Vendor'. A red arrow points to the 'Standard Requisition' dropdown menu.

Field	Value
Requisition Number	
Reference Type	Standard Requisition
Requestor*	Charmaine A Alexander
Contact Person*	Charmaine A Alexander
Contact Phone Number*	
Contact Fax Number	
Contact Email Id	Cstone@mdc.Edu

Entering delivery information....

The screenshot shows a procurement system interface with the following fields and callouts:


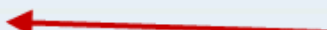
- Deliver To***: A yellow input field. Callout: "Enter the Department that is requesting merchandise or service."
- Deliver To Campus/Site***: A yellow input field with a magnifying glass icon. Callout: "Click on the magnifying glass to select campus, location"
- Deliver To Location***: A yellow input field with a magnifying glass icon. Callout: "Click on the magnifying glass to select campus, location"
- Deliver To Building***: A yellow input field with a magnifying glass icon. Callout: "Click on the magnifying glass to select campus, location"
- Deliver To Room***: A yellow input field with a magnifying glass icon. Callout: "Click on the magnifying glass to select campus, location"
- Project Number**: A yellow input field. Callout: "Please enter your project number here if using Fund 7."
- Requisition Amount**: \$0.00
- Committed Balance**: \$0.00
- Attachment** button and **Attachments** checkbox.
- Number of Items**: 0
- Account Detail** button and **Number of Header Accounts**: 0

Buyer and Date Information section:

- Responsible Buyer ID**: TBA To Be Assigned. Callout: "Please leave blank if unsure about which buyer to select."
- Purchasing Date**: Callout: "You must enter date needed!"
- Date Entered**: Callout: "Please enter blanket start and end dates for blankets and service contracts."
- Blanket Start Date**: A yellow input field with a calendar icon.
- Blanket End Date**: A yellow input field with a calendar icon.
- Date Needed***: A yellow input field with a calendar icon.

How to add vendor to Req

Vendor and Shipping Information

Suggested Vendor  

Vendor Name

Attention


Suite

P.O. Box

Street

City St Zip


Phone and Fax

0000 

Here you can leave this area blank or select a vendor by clicking on the magnifying glass.

MDC Odyssey Web - Vendor - Windows Internet Explorer

Help Table - VENDOR

Display Lines Start Key 


<< < > >> Refresh

Select	Vendor Code	Vendor Name
<input type="radio"/>	042233038	Dinn Bros
<input type="radio"/>	133637177	World Dance Alliance America
<input type="radio"/>	777777777	(Obs) Beneficiary Payment
<input type="radio"/>	999999991	(Obs) Child Support
<input type="radio"/>	999999992	(Obs) College Obligation

Type your vendors name here to locate the vendor and then select.

Shipping and Account Information

Shipping Information

Ship To Code* **RC**  (Clear the Ship To Code to enter the Ship To information manually.)

Ship To Name

Ship To Address

Enter your Qual and GL Code in the areas highlighted. Here you can have multiple accounts listed and have the ability to split the amount/percentage.

Please leave this as Receiving Dept unless this is a blanket or service contract.

Account Information

Account/Custodial	Qualifier 1	Location	GL Code	Qualifier 2	Account Name	Split Percentage	Split Amount	Extra Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

Header Selections

- Once you have entered all of the required information you will select to Add Requisition.

Department Requisition Header Maintenance

Add Requisition

Clear

Requisition Browse

Create New Requisition

Adding items

- Once you add your requisition you then can enter your items or add attachments.

The screenshot shows a requisition form with the following fields and buttons:

- Deliver To Location*:** Input field with '00' and a search icon; dropdown menu showing 'Kendall Campus'.
- Deliver To Building*:** Input field with '7' and a search icon; dropdown menu showing 'Theodore R Gibson Ct'.
- Deliver To Room*:** Input field with 'GM0004' and a search icon.
- Project Number:** Empty input field.
- Attachment:** A button with a red arrow pointing to it from a callout box.
- Attachments:** A checkbox.
- Requisition Items:** A button with a red arrow pointing to it from a callout box.
- Account Detail:** A button.
- Number of Items:** 0
- Number of Header Accounts:** 0

Callout 1: You can add PDF attachments by checking the box and clicking on the attachment button.

Callout 2: Here you click the requisition items button and it takes you to the next screen.

Adding Items continued....



odysseyweb

Home Staff ▾ Miscellaneous ▾ Logoff

Department Requisitions - Item Maintenance

Requisition Browse

Header Details

Create New Item

Refresh Item List

Prev Page

Next Page

RequisitionNumber 201000004171

Vendor

Browse other requisitions in the system.

This will take you back to the header information you entered.

Click create a new item to enter your items.

Req number



odysseyweb@mdc.edu

Adding Items continued....

Department Requisitions - Item Detail Maintenance

Requisition Browse Header Details Items Create New Item **Add** Previous Item Next Item Clear

RequisitionNumber 201000004171
Vendor
Item Number 000

You must enter the quantity, unit price and unit of measure for each item. If you are unsure about the unit of measure click on the magnifying glass!

Once you are done entering the required information you must click ADD.

Item Detail Information

Quantity Ordered	<input type="text" value="0.0000"/>	Unit Price	<input type="text"/>
Unit of Measure	<input type="text"/> 🔍	Discount	<input type="text" value="0.00"/>
Standard Text	<input type="text"/> 🔍	Commodity	<input type="text"/> 🔍
Total Item Amount		Delivery Date	<input type="text"/> 📅
Freight Item	<input type="checkbox"/>	Item Status	

Click this box if the item is freight/shipping.

Adding Items continued...

- After entering the account information you are ready to Add the item. Go back to the top and select ADD.

Item Description

Item Description

Item Notes

Here is where you enter all of your item description.

Item Accounts

Account/Custodial	Qualifier 1	Location	GL Code	Qualifier 2	Account Name	Split Percentage	Split Amount	Extra Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

Enter your qual and gl code for each item. You can use multiple quals and gl codes on one requisition.

Adding Items continued...

The screenshot shows a web interface for 'Department Requisitions - Item Detail Maintenance'. At the top is a dark blue header with the title. Below it is a light blue navigation bar containing several buttons: 'Requisition Browse', 'Header Details', 'Items', 'Create New Item', 'Update', 'Cancel Item', and 'Previous Item'. Underneath these are two smaller buttons: 'Next Item' and 'Clear'. Below the navigation bar is a grey bar with the text 'RequisitionNumber 201000004171'. Below that is a light blue bar with 'Vendor' and 'Item Number 001'. A white callout box with a black border is on the right, containing text and two red arrows pointing to the 'Create New Item' and 'Header Details' buttons.

Department Requisitions - Item Detail Maintenance

Requisition Browse Header Details Items Create New Item Update Cancel Item Previous Item

Next Item Clear

RequisitionNumber 201000004171

Vendor

Item Number 001

Once you select ADD, you will see that you have Item number 001 now. To add more items click create new item. Once you are done click on Header Details.

Activity of Requisition


Purchasing Activity Information

Date	Time	Action	User
------	------	--------	------

Audit - Status Information

Date	Time	Status	User
------	------	--------	------

Here your requisiton status will be updated. You will be able to see if it is pending approval or approved.

 odysseyweb@mdc.edu
Miami Dade College | 300 N.E. 2nd Avenue | Miami, FL 33132-2204 | Campuses


Purchasing Activity Information

Date	Time	Action	User
------	------	--------	------

Audit - Status Information

Date	Time	Status	User
04/14/2010	3:13 PM	Pend Item	Charmaine A Alexander
04/14/2010	3:14 PM	Pending	Charmaine A Alexander

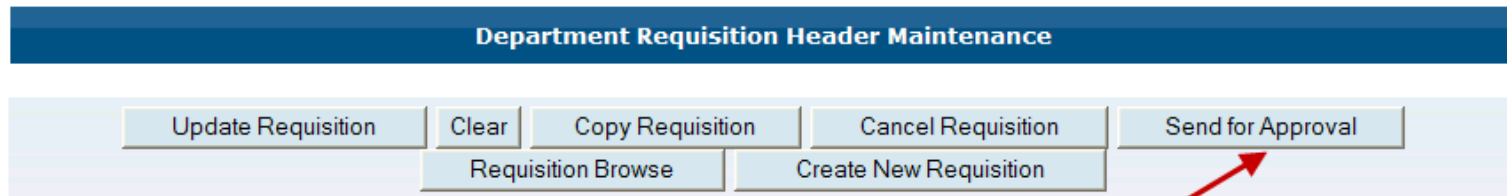
Here you see that the req is pending item and then pending. It has not been sent for approval or it would be pending approval.

 odysseyweb@mdc.edu
Miami Dade College | 300 N.E. 2nd Avenue | Miami, FL 33132-2204 | Campuses

Sending for Approval....

Department Requisition Header Maintenance

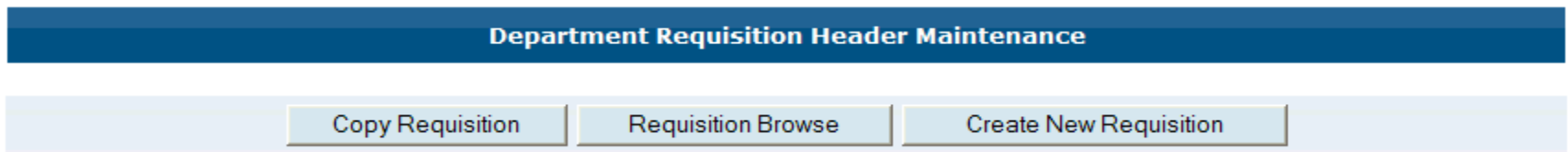
Update Requisition Clear Copy Requisition Cancel Requisition Send for Approval
Requisition Browse Create New Requisition



Click send for approval once you have entered all required information and your items.


Department Requisition Header Maintenance

Copy Requisition Requisition Browse Create New Requisition



Requisition Contact/Delivery/Notes Information

Requisition Number	201000004172	Pending Approval	Notes
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Now the status reads Pending approval.

Status information...

Audit - Status Information			
Date	Time	Status	User
04/15/2010	4:16 PM	Pend Item	Charmaine A Alexander
04/15/2010	4:17 PM	Pending	Charmaine A Alexander
04/15/2010	4:17 PM	Pend Approval	Charmaine A Alexander