



Miami Dade
College

ODYSSEY

On the Web

Approvals Overview
Presented by Business Affairs

Document Approvals

- Document Approval links are available through the MDC Employee website, Odyssey Web.
- There are **two** ways to retrieve documents pending approval:
 - **Approval Overview Web (via the calendar)**
 - **Approval Queue Web (via Campus link).**

Main Screen



odysseyweb

Home **Staff** Miscellaneous Logoff

- Campus
- Room Search
- Student Finances
- Approval Queue**
- Department Requisition
- Disbursement Request
- Document Inquiry
- Purchasing Cards
- View Vendor

- Quick Links**
- Paystub Info
 - Leave Balances
 - Request Leave
 - Change Contact Info

Important Dates

NEWS

- 04/30/2010
Paycheck Date
- 05/14/2010
Paycheck Date
- 05/28/2010
Paycheck Date

Employee Details

Employee Name: Ms. Zeraida Camps
Person ID: [REDACTED]
Current Title: Manager
Campus: Kendall Campus
Department:

Calendar **Approval Queue**

The following table shows the number of documents in your Approval Queue. Please click on the document type for which you would like to view or approve.

Document Type	Current Count	Future Count
Budget Transaction Approval Path Through Campus Menu	1	0
Department Requisition	0	2
Disbursement Request	0	1

The following shows your current Designated Aliases. Aliases are those you indicate can approve Financial documents on your behalf.

Approvals Overview Web

 [Calendar](#)  [Approval Queue](#)

The following table shows the number of documents in your Approval Queue. Please click on the document type for which you would like to view or approve.

Document Type	Current Count	Future Count
Budget Transaction Approval Path Through Campus Menu	1	0
Department Requisition	0	2
Disbursement Request	0	1



The following shows your current Designated Aliases. Aliases are those you indicate can approve Financial documents on your behalf.

Start Date	End Date	Your Aliases are
03/07/2004	03/07/2098	Gregory Knott



The following shows people that have designated you as their current alias. You can approve Financial documents on their behalf.

Start Date	End Date	You are an Alias for
04/01/2010	05/01/2010	Eugene H Levering
04/14/2010	05/14/2010	Gloria Baez
04/01/2010	05/01/2010	Karl Herleman
04/01/2010	04/30/2010	Richard A Chance
04/01/2010	05/01/2010	Roman Martinez
11/01/2009	11/01/2098	Pcard GI Appr
04/01/2010	05/01/2010	Mayra E Alfonso
04/14/2010	05/14/2010	Judy L Schmelzer
04/10/2010	04/15/2011	Christopher F Starling
04/01/2010	04/01/2011	Ramon S Bristol-Castrillon





Approvals Overview Web

The information on this screen includes:

- The type of documents pending approval, current or future.
- The number of documents pending approval, current or future.
- The users that can approve documents on your behalf (your aliases).
- The users that you can approve documents on their behalf (you are their alias).
- Alias information is only displayed if today's date falls between the start and end date of the delegation.
- The alias listed here reflect the first 10 alias.
- View only cannot select an alias from this chart.

If we click on the first item under Document Type -Budget Transaction Approval Path- you will see the BT's pending current approval.

 Calendar  Approval Queue

The following table shows the number of documents in your Approval Queue. Please click on the document type for which you would like to view or approve.

Document Type	Current Count	Future Count
Budget Transaction Approval Path Through Campus Menu	1	0
Department Requisition	0	2
Disbursement Request	0	1

The following shows your current Designated Aliases. Aliases are those you indicate can approve Financial documents on your behalf.

Start Date	End Date	Your Aliases are
03/07/2004	03/07/2098	Gregory Knott

The following shows people that have designated you as their current alias. You can approve Financial documents on their behalf.

Start Date	End Date	You are an Alias for
04/01/2010	05/01/2010	Eugene H Levering
04/14/2010	05/14/2010	Gloria Baez
04/01/2010	05/01/2010	Karl Herleman
04/01/2010	04/30/2010	Richard A Chance
04/01/2010	05/01/2010	Roman Martinez
04/01/2010	05/01/2010	Mayra E Alfonso
04/14/2010	05/14/2010	Judy L Schmelzer
04/10/2010	04/15/2011	Christopher F Starling
04/01/2010	04/01/2011	Ramon S Bristol-Castrillon
04/14/2010	05/14/2010	Armando J Ferrer

Here your name and document type will automatically be filled in. Click on “Get Records” so the BT transactions can appear.



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Home Staff ▾ Miscellaneous ▾ Logoff

Document Approval

Select a Person Zeraida Camps ▾

Document Type Budget Transaction ▾

Get records

Future records

Detail

Status ▾

Doc Type ▾

Date ▾

Document Id ▾

Requestor ▾

BT pending approval list.



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Document Approval

Select a Person ▼

Document Type ▼

Detail	Status ▼	Doc Type ▼	Date ▼	Document Id ▼	Requestor ▼	
<input type="button" value="Details"/>	Current	Budget Transaction	04/19/2010	U201004BT0003500001H	Zeraida Camps	<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Status"/>

From here you can:

- View **Details**, which is the information to be reviewed. You can approve or reject from the detail screen, as the options are available at the bottom of the page.
- **Approve or Reject**, from this very same screen. Please note that rejecting any item will prompt you to leave a note.
- **Status**, which is the approval path or record.

The BT's pending your approval will be displayed on this screen.
You can view "Details".



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Document Approval

Select a Person ▼

Document Type ▼



Detail	Status ▼	Doc Type ▼	Date ▼	Document Id ▼	Requestor ▼			
<input type="button" value="Details"/>	Current	Budget Transaction	04/19/2010	U201004BT0003500001H	Zeraida Camps	<input type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input type="button" value="Status"/>

Detail Screen- has the detail information. You can Approve or Reject from here. Any rejections will automatically bring up a note screen for your rejection notes. If no action taken, you can click on “Browse Approvals” to take you back to the approval queue.



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Home Staff ▼ Miscellaneous ▼ Logoff

Browse Approvals

Budget Trans No: U201004BT0003500001H

Budget Transaction Information

Header Description: TEST

Account Information

Line	State Org.Unit	Qual 1	Loc	GLC	Qual 2	Account Name	Amount	Description
00001	16114000	D61142	90	60501		V.P. Business Affairs	- 100.00	TP-REALL
00002	16220000	D6220A	90	60501		Finance Coa & Security	100.00	TP-REALL

Approve

Reject

Back in the Approval queue, you can “Approve” or “Reject” from here as well. “Status” displays the approval path.



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Home Staff ▼ Miscellaneous ▼ Logoff

Document Approval

Select a Person ▼
Document Type ▼



Detail	Status	Doc Type	Date	Document Id	Requestor			
<input type="button" value="Details"/>	Current	Budget Transaction	04/19/2010	U201004BT0003500001H	Zeraida Camps	<input type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input type="button" value="Status"/>

Status Screen – the document status and approval path are displayed. To return to your approval queue click on “Browse Approvals”. Or you can click on “Document Inquiry” which we will review later.

Document Approval Status


Document Inquiry Browse Approvals

System Id	Budget Approval System
Document Type	Budget Transaction
Document Id	U201004BT0003500001H
Document Status	In Progress
Status Date	04/19/2010
Date Submitted	04/19/2010
Date Finalized	

Seq	Person	Status	Date Submitted	Date Finalized
1	Christopher F Starling	Approved	04/19/2010	04/19/2010
2	Zeraida Camps	In Progress	04/19/2010	


Let's click on Department Requisitions pending future approval.

 Calendar

 Approval Queue

The following table shows the number of documents in your Approval Queue. Please click on the document type for which you would like to view or approve.

Document Type	Current Count	Future Count
Budget Transaction Approval Path Through Campus Menu	1	0
Department Requisition	0	2
Disbursement Request	0	1



The following shows your current Designated Aliases. Aliases are those you indicate can approve Financial documents on your behalf.

Start Date	End Date	Your Aliases are
03/07/2004	03/07/2008	Gregory Knott

The following shows people that have designated you as their current alias. You can approve Financial documents on their behalf.

Start Date	End Date	You are an Alias for
04/01/2010	05/01/2010	Eugene H Levering
04/14/2010	05/14/2010	Gloria Baez
04/01/2010	05/01/2010	Karl Herleman
04/01/2010	04/30/2010	Richard A Chance
04/01/2010	05/01/2010	Roman Martinez
04/01/2010	05/01/2010	Mayra E Alfonso
04/14/2010	05/14/2010	Judy L Schmelzer
04/10/2010	04/15/2011	Christopher F Starling
04/01/2010	04/01/2011	Ramon S Bristol-Castrillon
04/14/2010	05/14/2010	Armando J Ferrer

When we click on Department Requisitions pending future approval, the following screen is displayed. Click on “Future Records” and the documents pending approval in the future are displayed.

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Miami Dade College

Home Staff ▼ Miscellaneous ▼ Logoff

Document Approval

Select a Person ▼

Document Type ▼

Detail Status ▼ Doc Type ▼ Date ▼ Document Id ▼ Requestor ▼

odysseyweb@mdc.edu

Miami Dade College | 300 N.E. 2nd Avenue | Miami, FL 33132-3300 | Campus

From this screen you can select “Details” or “Status”.

Document Approval

Select a Person: Zeraida Camps


Document Type: Department Req

Get records | Future records

Detail	Status	Doc Type	Date	Document Id	Requestor	
Details	Future	Department Req		201000004169	Alicia Brito	Approve Reject Status
Details	Future	Department Req		201000004170	Alicia Brito	Approve Reject Status






odysseyweb@mdc.edu

“Details” will show the requisition info. Here you see the req. # and status. Since the screen has a lot of detail to display, I captured the top and ...

Browse Approvals 

Department Requisition Header Maintenance

Requisition Contact/Delivery/Notes Information

Requisition Number	201000004169	Pending Approval		Notes	
Reference Type	Standard Requisition <input type="button" value="v"/>			Reject 	
Requestor*	Alicia Brito			Department 	
Contact Person*	Alicia Brito			Buyer 	
Contact Phone Number*	305	237	0376	Extension <input type="text"/>	Vendor 
Contact Fax Number	305	<input type="text"/>	<input type="text"/>		
Contact Email Id	Abrito@mdc.Edu			PrePay/Add <input type="checkbox"/>	
Deliver To*	Richard Chance			Requisition Amount \$10.00	
Deliver To Campus/Site*	Kendall Campus			Committed Balance \$10.00	
Deliver To Location*	Kendall Campus			<input type="button" value="Attachment"/> Attachments <input type="checkbox"/>	
Deliver To Building*	Niles Trammell Ct			<input type="button" value="Requisition Items"/> Number of Items 1	
Deliver To Room*	2M0001			<input type="button" value="Account Detail"/> Number of Header Accounts 1	

The bottom of the screen where the history is displayed. You can see who entered the item. Notice you cannot “Approve or “Reject”. Not in your queue yet...Scroll to the top and click on “Browse Approvals” to return to your queue.



Audit - Status Information		
Date	Status	User Id
04/15/2010	Pend Item	Alicia Brito
04/15/2010	Pending	Alicia Brito
04/15/2010	Pend Approval	Alicia Brito

Approve Reject

Back in the approval queue click on “Status” and the approval path is displayed.

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Home Staff ▼ Miscellaneous ▼ Logoff

Document Approval

Select a Person: Zeraida Camps ▼
Document Type: Department Req ▼
Get records Future records

Detail	Status ▼	Doc Type ▼	Date ▼	Document Id ▼	Requestor ▼			
Details	Future	Department Req		201000004169	Alicia Brito	Approve	Reject	Status
Details	Future	Department Req		201000004170	Alicia Brito	Approve	Reject	Status

odysseyweb@mdc.edu

Approval status of the requisition. You cannot approve from here since it is not in your queue yet. Select the “Browse Approvals” to return to your pending approvals list.

The screenshot shows the Odysseyweb portal interface. At the top left is the Miami Dade College logo. The main header contains the text "odysseyweb". Below the header are navigation links: Home, Staff (with a dropdown arrow), Miscellaneous (with a dropdown arrow), and Logoff. A dark blue bar below the header contains the text "Document Approval Status". Underneath this bar are two buttons: "Document Inquiry" and "Browse Approvals". The "Browse Approvals" button is highlighted with a red arrow. Below the buttons is a table of document details:

System Id	Purchasing
Document Type	Department Requisition
Document Id	201000004169
Document Status	In Progress
Status Date	04/15/2010
Date Submitted	04/15/2010
Date Finalized	

Below the details table is a table with columns: Seq, Person, Status, Date Submitted, and Date Finalized.

Seq	Person	Status	Date Submitted	Date Finalized
1	Judith Garcia	Approved	04/15/2010	04/15/2010
2	Richard A Chance	In Progress	04/15/2010	
3	Zeraida Camps			

At the bottom right of the page is an email icon and the address "odysseyweb@mdc.edu".

Back in your approval queue screen you can click on the drop down arrow and select an alias. You can also change the document type to all or a specific transaction type. We will cover alias in the next few minutes.

Miami Dade College

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Home Staff Miscellaneous Logoff

Document Approval

Select a Person Zeraida Camps

Document Type

Get records

Detail	Status	Doc Type	Date	Docum
Details	Future	Department Req	201000	
Details	Future	Department Req	201000	

Approve Reject Status

Approve Reject Status

Approval Queue Web

The screenshot shows the Odysseyweb interface for Miami Dade College. The navigation bar includes Home, Staff (with a dropdown menu), Miscellaneous, and Logoff. The Staff dropdown menu is open, showing options like Campus, Room Search, Student Finances, Approval Queue, Department Requisition, Disbursement Request, Document Inquiry, Purchasing Cards, and View Vendor. The Approval Queue option is circled in red. Below the navigation bar, there are sections for Quick Links (Paystub Info, Leave Balances, Request Leave, Change Contact Info), Important Dates, and Employee Details (Ms. Zeraida Camps, Manager, Kendall Campus). A News section lists three items with dates and 'Paycheck Date' links. At the bottom, there is a section for the Approval Queue with a table showing document counts.

Quick Links

- Paystub Info
- Leave Balances
- Request Leave
- Change Contact Info

Important Dates

NEWS

- 04/30/2010 > Paycheck Date
- 05/14/2010 > Paycheck Date
- 05/28/2010 > Paycheck Date

Employee Details

Employee Name: Ms. Zeraida Camps
 Person ID: [REDACTED]
 Current Title: Manager
 Campus: Kendall Campus
 Department:

Approval Queue

The following table shows the number of documents in your Approval Queue. Please click on the document type for which you would like to view or approve.

Document Type	Current Count	Future Count
Budget Transaction Approval Path Through Campus Menu	1	0
Department Requisition	0	2
Disbursement Request	0	1

The following shows your current Designated Aliases. Aliases are those you indicate can approve Financial documents on your behalf.

When you click on “Staff” a drop down list is displayed. Select “Campus” and another list is displayed, select “Approval Queue”.

The Approval Queue tab will show:

- A list of document requiring your approval.
- The users that you can approve documents on their behalf (you are their alias).
- All of the alias will be displayed.

After you select “Approval Queue” this screen is displayed. Your name will auto fill. You can select all document types or a specific type from the drop down list. Click on “Get Records”. Items will be listed. Same process as previously reviewed on how to approve, reject and view status.

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Home Staff ▼ Miscellaneous ▼ Logoff

Document Approval

Select a Person

Document Type

Detail	Status	Doc Type	Date	Document Id	Requestor	
<input type="button" value="Details"/>	Current	Budget Transaction	04/19/2010	U201004BT0003500001H	Zeraida Camps	<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Status"/>

To select an Alias, click drop down arrow and select a person listed. Select a document type from the drop down list or all. Click on “Get Records”. The screen below will be displayed reflecting the person’s pending approval queue.

Document Approval

Select a Person: Ramon S Bristol-Cast

Document Type: All

Get records Future records

Detail	Status	Doc Type	Date	Document Id	Requestor			
Details	Current	Purchasing Card	04/16/2010	2010A009798	Delgado, Antonio	Approve	Reject	Status
Details	Current	Purchasing Card	04/16/2010	2010A009408	Delgado, Antonio	Approve	Reject	Status
Details	Current	Department Req	04/13/2010	201000004154	Charm Stone	Approve	Reject	Status
Details	Current	Department Req	04/13/2010	201000004155	Charm Stone	Approve	Reject	Status
Details	Current	Department Req	04/15/2010	201000004172	Charmaine A Al...	Approve	Reject	Status

From here you can:

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- **Approve or Reject**, from this very same screen. Please note that rejecting any item will prompt you to leave a note.
- **Status**, which is the approval path or record.

The End...

- This presentation and manual are posted on the Business Affairs Website.
- Training will be provided by CTD.