



Miami Dade  
College

**ODYSSEY**

On the Web

Document Inquiry Overview  
Presented by Business Affairs

# Document Inquiry

This link will display the following:

- Approvers can see the detail of Budget Transfers, Department Requisitions, Disbursement Request and Purchasing Card Transaction.
- Preparers can see the detail of the Department Requisition and Disbursement Request.
- All can see the status of the documents.

# From the Main screen, select Staff, Campus, Document Inquiry.

The screenshot shows the Odysseyweb interface for Miami Dade College. At the top left is the Miami Dade College logo. The main header features the text "odysseyweb". Below the header are navigation links: Home, Staff (with a dropdown arrow), Miscellaneous (with a dropdown arrow), and Logoff. The Staff dropdown menu is open, showing options: Campus (circled in red), Room Search, Student Finances, Approval Queue, Department Requisition, Disbursement Request, Document Inquiry (circled in red), Purchasing Cards, and View Vendor. On the left side, there are sections for "Quick Links" (Paystub Info, Leave Balances, Request Leave, Change Contact Info) and "Important Dates" (three dates: 04/30/2010, 05/14/2010, 05/28/2010, each with a "Paycheck Date" link). On the right side, there is an "Employee Details" section for Ms. Zeraida Camps, listing her Person ID (61503), Current Title (Manager), and Campus (Kendall Campus). At the bottom, there is a "Calendar" and "Approval Queue" section. The Approval Queue section contains a message: "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." Below this message is a table with columns for "Document Type", "Current Count", and "Future Count".

Quick Links

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

Important Dates

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

Employee Details

Employee Name: Ms. Zeraida Camps  
Person ID: 61503  
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
Requesting Approval		
Requesting Approval Through		

The screen below will display. You have several query options that must be selected. The first is *System ID*. You can select *All Systems*, or a particular transaction. We recommend you select a transaction to narrow your search and allow for the query to work.



The screenshot shows the Odysseyweb interface for a Document Inquiry. At the top left is the Miami Dade College logo. The main header is "odysseyweb". Below the header are navigation links: Home, Staff, Miscellaneous, and Logoff. The main content area is titled "Document Inquiry". It contains a form with the following fields:

System Id	All Systems
Document Type	Purchasing Card Budget Transfers Disbursement Request Department Requisition
StartCode	
Status	All Statuses

Below the form is a "Get records" button. A red arrow points to the "System Id" dropdown menu. At the bottom of the page, there is a table header with the following columns: Detail, System, Document Id, Doc Type, Status, Sub Date, and Final Date.

Next select a *Document Type*. Make sure the *Document Type* selected matches the *System ID*. If the *System ID* and *Document Type* are different your search will not work.



The screenshot shows the Odysseyweb interface for Document Inquiry. The header includes the Miami Dade College logo and the text "odysseyweb". Navigation links include Home, Staff, Miscellaneous, and Logoff. The main section is titled "Document Inquiry" and contains a search form with the following fields:

System Id	All Systems
Document Type	All
StartCode	All
Status	Budget Transaction Department Req Disbursement Request Purchasing Card
Get records	

A red arrow points to the Document Type dropdown menu, which is currently set to "All".

At the bottom of the page, there are additional search filters: Detail System, Document, Doc type, Status, Sub system, and Financial.

The *Start Code* narrows your search to a fiscal year or *Document ID*. Here we selected 2010. The *Status* allows you to select the status you need.

Home   Staff ▾   Miscellaneous ▾   Logoff

### Document Inquiry

**System Id**

**Document Type**

**StartCode**

**Status**

# Outcome of our search. Your options are to view *Detail* or *Status*.

**Document Inquiry**

System Id: Disbursement Request  
Document Type: Disbursement Request  
StartCode:   
Status: Approved  
Get records

Detail	System	Document Id	Doc Type	Status	Sub Date	Final Date	
<a href="#">Details</a>	Disbursement Request	2010900001	Disbursement Request	Approved	07/01/2009	07/13/2009	<a href="#">Status</a>
<a href="#">Details</a>	Disbursement Request	2010900002	Disbursement Request	Approved	07/01/2009	07/02/2009	<a href="#">Status</a>
<a href="#">Details</a>	Disbursement Request	2010900003	Disbursement Request	Approved	07/01/2009	07/02/2009	<a href="#">Status</a>
<a href="#">Details</a>	Disbursement Request	2010900004	Disbursement Request	Approved	07/01/2009	07/01/2009	<a href="#">Status</a>
<a href="#">Details</a>	Disbursement Request	2010900005	Disbursement Request	Approved	07/01/2009	07/01/2009	<a href="#">Status</a>
<a href="#">Details</a>	Disbursement Request	2010900006	Disbursement Request	Approved	07/01/2009	07/28/2009	<a href="#">Status</a>

# Screen below is a sample of the *Status.*



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[Home](#) [Staff](#) [Miscellaneous](#) [Logoff](#)

## Document Approval Status

[Document Inquiry](#)

[Browse Approvals](#)

<b>System Id</b>	Financial Systems
<b>Document Type</b>	Disbursement Request
<b>Document Id</b>	2010900001
<b>Document Status</b>	Approved
<b>Status Date</b>	07/13/2009
<b>Date Submitted</b>	07/01/2009
<b>Date Finalized</b>	07/13/2009

Seq	Person	Status	Date Submitted	Date Finalized
1	James A Watson	Approved	07/01/2009	07/13/2009

 [odysseyweb@mdc.edu](mailto:odysseyweb@mdc.edu)

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

The screen below displays a different *Document Inquiry*, but the *Detail* information. Top of the screen has the disbursement number, status ...



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Home Staff ▾ Miscellaneous ▾ Logoff

Document Inquiry

Disbursement No: 2010- 916782

Status: Appr Rejected

### Payee Information

<b>Req Type:</b> Disbursement Request	<b>Trans Amt:</b> \$ 200.00	
<b>Pay To Type:</b> Vendor	<b>Pay To ID:</b> 742485040	<b>Seq #:</b> 0001
<b>Name:</b> Dell Computer Corp		<b>Curr Payee Pay Type:</b> CHK
<b>Address:</b> RR8 Box 11 One Dell Way		
<b>City:</b> Roundrock	<b>State:</b> TX	<b>Zip:</b> 78682-
<b>Phone:</b> (800)274-7799		

### Contact Information

<b>Contact Name</b>	PATRICIA K SCOTT
<b>Contact Phone:</b>	(305)237-0083

The bottom of the screen contains *Additional Information*, such as “notes”, *Account Information* and *Status History*.

### Additional Information

<b>Notes &amp; Indicators:</b>	Rejected		<b>Attachment:</b>	<b>Amended:</b> N
	Returned		<b>Sep Chk:</b>	
	On-Hold		<b>Pick-up Chk:</b>	
	Change			
	Payment			

### Account Information

No	State Org. Unit	Qual 1	Loc	GLC	Qual 2	Account Name	Amount
1	16114000	D61142	90	65502		V.P. Business Affairs	\$ 200.00

### Status History

Date	Status Description	User
04/15/2010	Pending	Patricia K Scott
04/15/2010	Item Gl Com Ip	Patricia K Scott
04/15/2010	Pend Approval	Patricia K Scott
04/15/2010	Appr Rejected	Zeraida Camps

# If you click on the yellow pencil, notes left after rejecting a transaction will be displayed.

**Invoice Number:** PKS-100

**Invoice Due Dt:** 04/15/2010

**Schedule Pay Dt:** 04/15/2010

**Tolerance:** 02 Zero Tolerance

**Project Number:**

**Purpose:** Creating New Disbursement

8026 - Notes DOCM-FINDS2010916782 displayed successfully

### Note Maintenance

#### Document Approval/Rejection Notes

##### Existing Notes

\*\*Notes created by MDZMC on 04/15/2010 at 11:53:48 AM  
rejected per Pat|

**Notes & Indicators:**

	<b>Rejected</b>		
	<b>Returned</b>		
	<b>On-Hold</b>		
	<b>Change</b>		
	<b>Payment</b>		

#### Account Information

No	State Org. Unit	Qual 1	Loc	GLC	Qual 2	Account Name	Amount
1	16114000	D61142	90	65502		V.P. Business Affairs	\$ 200.00

# The End...

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