

# Odyssey Finance System

Purchasing Card System on the Odyssey Web Module

# How to reconcile a purchasing card transaction in OdysseyWeb

- This is the 1<sup>st</sup> screen you see after you have logged into the OdysseyWeb Module
- 1. Choose Staff dropdown
- 2. Campus
- 3. Purchasing Cards

The screenshot displays the OdysseyWeb interface for Miami Dade College. The header includes the college logo and the text "odysseyweb". Navigation links include Home, Staff (with a dropdown arrow), Miscellaneous (with a dropdown arrow), and Logoff. A "Quick Links" section on the left lists: Paystub Info, Leave Balances, Request Leave, and Change Contact Info. An "Important Dates" section shows a "NEWS" feed with dates: 04/16/2010, 04/30/2010, and 05/14/2010, each with a "Paycheck Date" link. A dropdown menu is open under "Staff", listing: Approval Queue, Department Requisition, Disbursement Request, Document Inquiry, Purchasing Cards, and View Vendor. A "Details" section on the right shows: Employee Name: Ms. Charmein Murillo, Person ID: 63200, Current Title: Administrative Supervisor, and Campus: Kendall Campus. At the bottom, there is a "Calendar" and "Approval Queue" tab. The calendar shows the month of April 2010, with the 15th highlighted in green and the 16th in blue with a "Paycheck Date" icon. A note above the calendar states: "Information is automatically populated, and cannot be entered manually."

April 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Paycheck Date	17
18	19	20	21	22	23	24

- View active cards, inactive cards or both assign to you as “Date Entry Person”
- This list of all cards assigned to you match the list you currently see in Main Frame Odyssey system.
- Circled arrows allows you to choose ascending or descending order per column
- Show you the number of purchasing cards currently assigned to your name.

The screenshot displays the Odysseyweb interface for Miami Dade College. At the top left is the Miami Dade College logo. The main header contains the text "odysseyweb" and navigation links for "Home", "Staff", "Miscellaneous", and "Logoff". A welcome message reads "Welcome Charmein Murillo Last Logon:". Below this is a "Purchasing Card Listing" section with a "Card Status" dropdown menu set to "Active". A red box highlights a detailed view of the "Card Status" dropdown, showing options for "Active", "Inactive", and "Both". Below the dropdown, it states "Number of purchasing cards shown: 61". A table lists the purchasing cards with columns for Card Number, Card Status, Card Holder, Reconciliation, Area, and Transactions to be Reviewed. Green circles highlight the dropdown arrows for Card Number, Card Status, Card Holder, and Area. Dashed blue arrows point from the "Purchasing Card Listing" title to the "Card Status" dropdown and the "Number of purchasing cards shown" text. A red L-shaped line is drawn on the left side of the table area.

Card Number	Card Status	Card Holder	Reconciliation	Area	Transactions to be Reviewed
****_****.	Active	Fernandez, Zenaida	Reconcile	W	2
****_****.	Active	Rebollida, Yolanda	Reconcile	IAC	0
****_****.	Active	Amaya, Mercedes	Reconcile	BA	0
****_****.	Active	Giorgi, Sue	Reconcile	K	0
****_****.	Active	Tejeda, Patricia	Reconcile	IAC	0
****_****.	Active	Creary, Ferne A	Reconcile	K	0
****_****.	Active	Marin, Mara Y	Reconcile	K	0
****_****.	Active	Georges, Wilson	Reconcile	N	0
****_****.	Active	Fernandez, Milagros	Reconcile	N	0
****_****.	Active	Mitzenmacher, Marta J	Reconcile	BA	0
****_****.	Active	Lozano, Kristi	Reconcile	W	0
****_****.	Active	Jennings, Donna	Reconcile	N	0
****_****.	Active	Perez, Lourdes	Reconcile	IAC	0

- Once you choose your cardholder this is the screen you will be able to view with all transactions requiring your review.
- This list of all cards assigned to you match the list you currently see in Main Frame Odyssey system.
- Allows you to choose ascending or descending order per column
- Shows you the number of current transactions that require your attention.



odysseyweb

Home Staff ▾ Miscellaneous ▾ Logoff

Welcome Charmein Murillo  
Last Logon:

Purchasing Card Transaction Listing

Purchasing Card	Selection Criteria
Card Number: ****_**** <input type="text"/>	Transaction Status: <input type="text" value="Need to be Reviewed"/>
Card Holder: Phipps, Glendora D	Fiscal Year: <input type="text" value="All"/>
	Transaction Number: <input type="text"/> (without year)
	Pay To Name: <input type="text"/>
	Start from Posting Date: <input type="text"/>
	<input type="button" value="Get Trans"/> <input type="button" value="Reset"/>

Number of purchasing card transactions: 24

Transaction Number	Status	Pay To Name	Approvals	Posting Date	Transaction Date	Amount
2010-A009260	OP	Amazon Mktplace Pmts		02/11/2010	02/10/2010	\$4.00
2010-A009265	OP	Amazon Mktplace Pmts		02/12/2010	02/11/2010	\$-4.00
2010-A009266	OP	Dri Averysupplies		02/15/2010	02/12/2010	\$-14.33
2010-A009267	OP	Amazon Mktplace Pmts		02/15/2010	02/12/2010	\$-4.00
2010-A009268	OP	Amazon Mktplace Pmts		02/15/2010	02/15/2010	\$5.24
2010-A009661	OP	Dell Sales & Service		02/17/2010	02/17/2010	\$282.44
2010-A009662	OP	Dell Sales & Service		02/18/2010	02/18/2010	\$54.54
2010-A009664	OP	Giardino's Gourmet Sal		02/18/2010	02/17/2010	\$255.00
2010-A009665	OP	Impact Computers		02/19/2010	02/17/2010	\$-2.39

- Similar to the screen before, this shows you a view of the drop down choices for viewing.
- This list matches the list you currently see in Main Frame Odyssey system.
- Allows you to choose ascending or descending order per column

**Purchasing Card**      **Selection Criteria**  
**Card Number:** \*\*\*\*\_\*\*\*\*  
**Card Holder:** Phipps, Glendora D  
**Transaction Status:** Need to be Reviewed  
**Fiscal Year:**  
**Transaction Number:**  
**Pay To Name:**  
**Start from Posting Date:**

Transaction Status: Need to be Reviewed  
 All  
 Completed (CM)  
 Disputed (DP)  
 Open (OP)  
 Pending Approval (PA)  
 Pending (PE)  
 Rejected (RJ)  
 Resolved (RS)

Number of purchasing card transactions: 24

Transaction Number	Status	Pay To Name	Approvals	Posting Date	Transaction Date	Amount
2010-A009260	OP	Amazon Mktplace Pmts		02/11/2010	02/10/2010	\$4.00
2010-A009265	OP	Amazon Mktplace Pmts		02/12/2010	02/11/2010	\$-4.00
2010-A009266	OP	Dri Averagesupplies		02/15/2010	02/12/2010	\$-14.33
2010-A009267	OP	Amazon Mktplace Pmts		02/15/2010	02/12/2010	\$-4.00
2010-A009268	OP	Amazon Mktplace Pmts		02/15/2010	02/15/2010	\$5.24
2010-A009661	OP	Dell Sales & Service		02/17/2010	02/17/2010	\$282.44
2010-A009662	OP	Dell Sales & Service		02/18/2010	02/18/2010	\$54.54
2010-A009664	OP	Giardino's Gourmet Sal		02/18/2010	02/17/2010	\$255.00
2010-A009665	OP	Impact Computers		02/19/2010	02/17/2010	\$-2.39

- Another view of the same screen with a different Criteria Selection
- You can view history of purchases all
- If you have the Pay to Name or the Posting Date or about that date you can also search by that option.

**odysseyweb**

Home Staff ▼ Miscellaneous ▼ Logoff

Welcome Charmein Murillo  
Last Logon:

Purchasing Card Transaction Listing

Purchasing Card		Selection Criteria	
Card Number: ****_****	<input type="text"/>	Transaction Status:	Completed (CM) ▼
Card Holder: Phipps, Glendora D		Fiscal Year:	2008 ▼
		Transaction Number:	2010 (without year) 2009 2008 2007
		Pay To Name:	<input type="text"/>
		Start from Posting Date:	<input type="text"/>
		<input type="button" value="Get Trans"/> <input type="button" value="Reset"/>	

Number of purchasing card transactions: 99

Transaction Number	Status	Pay To Name	Approvals	Posting Date	Transaction Date	Amount
2008-A000866	CM	Gaylord Bros		06/07/2007	06/06/2007	\$543.77
2008-A000867	CM	Gaylord Bros		06/11/2007	06/09/2007	\$110.78
2008-A000868	CM	Ebsco Info Service Bhm		06/12/2007	06/12/2007	\$64.17
2008-A000869	CM	The Ups Store #5452		06/20/2007	06/19/2007	\$9.59
2008-A000870	CM	Taft Bridge Inn		06/28/2007	06/26/2007	\$1051.11
2008-A001364	CM	Kids-N-Science Educationa		07/09/2007	07/06/2007	\$123.32
2008-A001365	CM	Www Wbshop Com		07/11/2007	07/10/2007	\$128.74
2008-A001626	CM	Toys R Us #8705		07/16/2007	07/13/2007	\$21.38
2008-A001627	CM	La Casa De Los Trucos		07/16/2007	07/14/2007	\$114.94

- 1. When you are ready to reconcile a transaction you can click the Transaction Number at this moment. It is blue to show that it is a hyperlinked option to your detailed information for this transaction.



odysseyweb

Home Staff ▼ Miscellaneous ▼ Logoff

Welcome Charmein Murillo  
Last Logon:

Purchasing Card Transaction Listing

**Purchasing Card**  
 Card Number: \*\*\*\*\_\*\*\*\*\_   
 Card Holder: Phipps, Glendora D

**Selection Criteria**  
 Transaction Status:   
 Fiscal Year:   
 Transaction Number:  (without year)  
 Pay To Name:   
 Start from Posting Date:



Number of purchasing card transactions: 24

Transaction Number	Status	Pay To Name	Approvals	Posting Date	Transaction Date	Amount
2010-A009260	OP	Amazon Mktplace Pmts		02/11/2010	02/10/2010	\$4.00
2010-A009265	OP	Amazon Mktplace Pmts		02/12/2010	02/11/2010	\$-4.00
2010-A009266	OP	Dri Averysupplies		02/15/2010	02/12/2010	\$-14.33
2010-A009267	OP	Amazon Mktplace Pmts		02/15/2010	02/12/2010	\$-4.00
2010-A009268	OP	Amazon Mktplace Pmts		02/15/2010	02/15/2010	\$5.24
2010-A009661	OP	Dell Sales & Service		02/17/2010	02/17/2010	\$282.44
2010-A009662	OP	Dell Sales & Service		02/18/2010	02/18/2010	\$54.54
2010-A009664	OP	Giardino's Gourmet Sal		02/18/2010	02/17/2010	\$255.00
2010-A009665	OP	Impact Computers		02/19/2010	02/17/2010	\$-2.39

- This is what an incomplete transaction looks like.
- Arrows shows where all information is required and circles shows where you can do a search for information.
- Remember to enter all the information required for you to update your transaction and click on update transaction to process or dispute if its an item that will be disputed.



Welcome Charmein Murillo  
Last Logon:

Purchasing Card Transaction

Update Dispute Browse Transactions

Transaction Number: 2010-A009260 Status: Open

Transaction Information

Card Number: \*\*\*\*\_\*\*\*\*\_ [ ] Transaction Amount: \$4.00  
 Card Holder: Phipps, Glendora D MCC Code: 5942  
 Pay To Name: Amazon Mktplace Pmts Bank Ref Number: 24692160041000751180825  
 Transaction Date: 02/10/2010 Vendor Name: Amazon.Com  
 Posting Date: 02/11/2010 Vendor ID: [911646860] [ ]  
 Completed Date:

Description: BOOK STORES

(max 100 characters)

Notes

Travel Request Number: [ ] Not Travel Related:  
 Rejected: Disputed:  
 Receipt:

Account Information

Transaction Amount: \$4.00

State	Org	Unit	Qual 1	Loc	GLC	Qual 2	Account Name	Amount (\$)
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	0.00
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	0.00
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	0.00
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	0.00
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	0.00

Update Dispute Browse Transactions

- This is a completed and updated transaction ready to be sent for approval.
- Remember if the vendor is not in our database search option, you may leave blank to proceed.

Welcome Charmein Murillo  
 Last Logon:

Purchasing Card Transaction

**Purchasing Card transaction successfully updated.**

Transaction Number: 2010-A010608 Status: Pending

**Transaction Information**

Card Number: \*\*\*\*\_\*\*\*\*\_ Transaction Amount: \$12.00  
 Card Holder: Fernandez, Zenaida MCC Code: 5942  
 Pay To Name: Amazon.com Bank Ref Number: 24692160077000227943837  
 Transaction Date: 03/18/2010 Vendor Name: Amazon.Com  
 Posting Date: 03/18/2010 Vendor ID: 911648860  
 Completed Date:

Description: BOOK STORES  
 (max 200 characters) books for students

**Notes**

Travel Request Number:  Not Travel Related:  
 Rejected: Disputed:  
 Receipt:

**Account Information** Transaction Amount: \$12.00

State	Org	Unit	Qual 1	Loc	GLC	Qual 2	Account Name	Amount (\$)
16330	100		D63311	90	65502		Sm Business & Vendor Diversit	12.00
								0.00
								0.00
								0.00
								0.00

- Once you send for approval, it will automatically bring you back to this screen for you to proceed with your next transaction that requires review.



odysseyweb

Home Staff ▼ Miscellaneous ▼ Logoff

Welcome Charmein Murillo  
Last Logon:

Purchasing Card Transaction Listing

**Purchasing Card**  
 Card Number: \*\*\*\*\*-\*\*\*\*\*-  
 Card Holder: Phipps, Glendora D

**Selection Criteria**  
 Transaction Status:   
 Fiscal Year:   
 Transaction Number:  (without year)  
 Pay To Name:   
 Start from Posting Date:



Number of purchasing card transactions: 24

Transaction Number	Status	Pay To Name	Approvals	Posting Date	Transaction Date	Amount
2010-A009260	OP	Amazon Mktplace Pmts		02/11/2010	02/10/2010	\$4.00
2010-A009265	OP	Amazon Mktplace Pmts		02/12/2010	02/11/2010	\$-4.00
2010-A009266	OP	Dri Averysupplies		02/15/2010	02/12/2010	\$-14.33
2010-A009267	OP	Amazon Mktplace Pmts		02/15/2010	02/12/2010	\$-4.00
2010-A009268	OP	Amazon Mktplace Pmts		02/15/2010	02/15/2010	\$5.24
2010-A009661	OP	Dell Sales & Service		02/17/2010	02/17/2010	\$282.44
2010-A009662	OP	Dell Sales & Service		02/18/2010	02/18/2010	\$54.54
2010-A009664	OP	Giardino's Gourmet Sal		02/18/2010	02/17/2010	\$255.00
2010-A009665	OP	Impact Computers		02/19/2010	02/17/2010	\$-2.39

- If you want to check the status of a transaction, this is the selection criteria you need to visit to choose what type of status you want to view.
- PA (pending approval) will give you the status of whose cue your transaction is in at that time by clicking on the Approvals.

**Miami Dade College** odysseyweb

Home Staff ▾ Miscellaneous ▾ Logoff

Welcome Charmein Murillo  
Last Logon:

### Purchasing Card Transaction Listing

**Purchasing Card**

Card Number: \*\*\*\*\_\*\*\*\*-( )

Card Holder: Fernandez, Zenaida

**Selection Criteria**

Transaction Status: Pending Approval (PA) ▾

Fiscal Year:  (year)

Transaction Number:

Pay To Name:

Start from Posting Date:

Number of purchasing card transactions: 21

Transaction Number	Status	Pay To Name	Approvals	Posting Date	Transaction Date	Amount
2010-A009175	PA	Brodart Supplies	Approvals	02/10/2010	02/08/2010	\$210.40
2010-A009176	PA	Oempcworld.Com	Approvals	02/15/2010	02/12/2010	\$796.54
2010-A009531	PA	Brodart Supplies	Approvals	02/18/2010	02/16/2010	\$12.24
2010-A009532	PA	Brodart Supplies	Approvals	02/19/2010	02/17/2010	\$13.52
2010-A009533	PA	Office Express Supplies	Approvals	02/22/2010	02/18/2010	\$8.99
2010-A009534	PA	Office Express Supplies	Approvals	02/22/2010	02/18/2010	\$8.99
2010-A009535	PA	Office Express Supplies	Approvals	02/22/2010	02/18/2010	\$326.74



# odysseyweb

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

## Document Approval Status

[Document Inquiry](#)

[Browse Approvals](#)

**System Id** Payables  
**Document Type** Purchasing Card  
**Document Id** 2010A009175  
**Document Status** In Progress  
**Status Date** 03/17/2010  
**Date Submitted** 03/17/2010  
**Date Finalized**

Seq	Person	Status	Date Submitted	Date Finalized
1	Zenaida Fernandez	Approved	03/17/2010	03/17/2010
2	Pcard GI Appr	In Progress	03/17/2010	

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

# HOW TO PRINT A RECONCILIATION REPORT

**odysseyweb**

Home Staff ▼ Miscellaneous ▼ Logoff

Welcome Charmein Murillo  
Last Logon:

Purchasing Card Listing

Card Status: Active ▼

Number of purchasing cards shown: 61

Card Number ▼	Card Status ▼	Card Holder ▼	Reconciliation ▼	Area ▼	Transactions to be Reviewed ▼
****_****.	Active	Fernandez, Zenaida	Reconcile	W	2
****_****.	Active	Rebollida, Yolanda	Reconcile	IAC	0
****_****.	Active	Amaya, Mercedes	Reconcile	BA	0
****_****.	Active	Giorgi, Sue	Reconcile	K	0
****_****.	Active	Tejeda, Patricia	Reconcile	IAC	0
****_****.	Active	Creary, Ferne A	Reconcile	K	0
****_****.	Active	Marin, Mara Y	Reconcile	K	0
****_****.	Active	Georges, Wilson	Reconcile	N	0
****_****.	Active	Fernandez, Milagros	Reconcile	N	0
****_****.	Active	Mitzenmacher, Marta J	Reconcile	BA	0
****_****.	Active	Lozano, Kristi	Reconcile	W	0
****_****.	Active	Jennings, Donna	Reconcile	N	0
****_****.	Active	Perez, Lourdes	Reconcile	IAC	0

THIS IS THE BUTTON/OPTION YOU WILL NEED TO CLICK TO PROCEED WITH PRINTING A RECONCILIATION REPORT

- Once you click on the reconcile button, it will automatically generate this window. Here you will choose the date parameter as you do in odyssey main frame to match your statement by using the calendar icons. Then click on submit to proceed.

The screenshot shows a web browser window titled "MDC Odyssey Web - P...". The main content area is a reconciliation form for a purchasing card. At the top, it displays "Purchasing Card: \*\*\*\*\*" and "Card Holder: Fernandez, Zenaida". Below this, a message reads: "Please use the calendar icons below to select the start and end date to extract and reconcile the corresponding purchasing card transactions." The form contains two input fields: "\* Start Date:" and "\* End Date:". Each field has a small calendar icon to its right. To the right of the calendar icons are two large blue arrows pointing left, indicating the selection of a date range. At the bottom of the form, there are two buttons: "Submit" and "Cancel". A mouse cursor is hovering over the "Submit" button, which is highlighted with a yellow starburst effect.

## Purchasing Card Reconciliation Report

Reconciliation Report for Fernandez, Zenaida : Card Number \*\*\*\*-\*\*\*\*-00

All Transactions for period 03/05/2010 thru 04/04/2010. 

#	Status	Posting Date	Transaction Date	Status Date	Pay To Name	Order Transaction Total	Transaction Number	Committed Number	Account	Posted GL Amount
1	PA	03/05/2010	03/04/2010	03/18/2010	(Amz Ssi Magazines	\$16.00	2010-A01030414101000-W41012-30-6700			\$16.00
CONTINUITY/SUBSCRIPTION MERCHANTS SUBSCRIPTION TO SOUTHERN LIVING MAGAZINE (1 YEAR)										
2	PA	03/05/2010	03/04/2010	03/18/2010	(Amz Ssi Magazines	\$9.97	2010-A01030514101000-W41012-30-6700			\$9.97
CONTINUITY/SUBSCRIPTION MERCHANTS SUBSCRIPTION TO LATINA MAGAZINE (1 YEAR)										
3	PA	03/05/2010	03/04/2010	03/18/2010	(Amz Ssi Magazines	\$14.99	2010-A01030614101000-W41012-30-6700			\$14.99
CONTINUITY/SUBSCRIPTION MERCHANTS SUBSCRIPTION TO GUITAR PLAYER MAGAZINE (1 YEAR)										
4	PA	03/09/2010	03/09/2010	03/18/2010	(Hp Direct-Publicsector	\$951.00	2010-A01030714101000-W41012-30-6650			\$951.00
CATALOG MERCHANTS ----- EBOOK PC FOR THE LIBRARY USE										
5	RJ	03/11/2010	03/11/2010	04/09/2010	(Amazon.com	\$12.00	2010-A01060716330100-D63310-90-6550			\$12.00
BOOK STORES TO READ										
6	PA	03/18/2010	03/18/2010	04/21/2010	(Amazon.com	\$12.00	2010-A01060816330100-D63311-90-6550			\$12.00
BOOK STORES books for students										
<b>TOTALS:</b>						<b>Transaction Count: 6</b>	<b>\$1015.96</b>			<b>\$1015.96</b>

## Certification

I hereby certify or affirm and declare that all purchases noted above were for official College business, made in accordance with applicable statutes, rules and College Directives, and that I have reviewed this Purchasing Card / Reconciliation Report, and it correctly reflects the Bank Statement and receipts enclosed.

<input type="text"/>	/	<input type="text"/>		<input type="text"/>	/	<input type="text"/>
Signature of Cardholder		Date		Signature of Authorized Approver		Date
Fernandez, Zenaida				Approver Name (Printed):	<input type="text"/>	
				Department Name (Printed):	<input type="text"/>	

- This is the Web view of your reconciliation report. Once you click on the print button, your report will print exactly this way. You will still need original signatures to be attached to your statement and receipts.