ODYSSEY

http://www.mdcc.edu/businessaffairs/M&Fs.htm

Training Procedures

For Financial Information

Full Day Session

July 8th, 2002
ODYSSEY FINANCE TRAINING AGENDA

- Logon, using DEVL
- Welcoming
- Review of the agenda, handouts, go to http://www.mdcc.edu/businessaffairs/M&Fs.htm for help
  - Logoff, using <PF3> to exit - then Logon to Dept. Req., then <PF12> back to main menu
  - Direct command (blue handout)
- Check funds for training session
  - User Group, #17 CM UG <ENTER> OG <TAB> <TAB> User Group #, up arrow and select user group, HOME key and type “GL” on line next to appropriate qual.
- Department Requisition, #1, CM DR AD
  - Function Keys - bottom of screen Create a Dept. Req. header - input: Type=RQ, (Requestor is populated with the name of the preparer identified by RACF ID), Date Needed, Contact Name (person to call if problem with requisition), Contact E-Mail, Contact FAX, (required field), Contact Phone, Buyer (select buyer with PF1), <TAB> <ENTER> (will take you to second screen) Delivery/Dept Name (do not use person’s name), Campus ID <PF1> Building ID, Room, and <ENTER> to save
  - Write down Req. Number, <PF2> to exit to menu
- View and Update a Department Requisition, (using Req. Number), #2 CM DR VI
  - <PF4> - add two items – modify an item
  - Note – If an item has a freight charge, enter a separate item for the freight, and enter a “Y” on the bottom right of the item screen.
  - Press <PF10> to view receiving screen, make sure press <PF10> not <PF2>, note the committed balance field and purchasing date field (system puts purchasing date the date the dept. requisition becomes a purchase req.)
  - Check status again
  - Add Dept. Note, such as a justification
  - Attachment = Y
  - Check funds = Y <ENTER> (if funds exist, message will appear on the bottom, otherwise it will take you to insufficient funds screen)
  - <PF8> - Send for approval
  - Check status again

BREAK
- Approval of Department Requisition, #11 CM AS AS, (1st approver, trainer)
- Demonstration of Approval Paths
- Action Codes: Approve, Display, Details, Reject
- Approval of Department Requisition (2nd approver, trainees who are approvers)

- Copy a Department Requisition, using Req. Number , #3 CM DR CO (Used for when you want a template)
- Change the delivery date and send for approval
- Copy a Purchase Requisition, using “Prq. Num”, CM DR CP (allows you to copy a purchase requisition with all the modifications made by the purchasing department)
- Change the delivery date and any other fields, and send for approval
- Do a Blanket Order (Make sure Type is BO)- Copy Department Requisition #1, CM DR CO, <HOME>, <PF1> BO - Department Requisition, Dt. Needed: 6-30-2002 – (always last day of fiscal year)
- Shipping Screen: BO Ending Date 6-30-2002 – (make sure use <PF10> to return)
- Change Receiving Address
- Change GLC to 65501
- Y to confirm
- Approve, <PF8> to show insufficient funds screen - write down Req. Num.
- Budget Transfer, 13 CM CB BT BT (from GLC 71001 to 65501)
- Budget Transactions Path, pooled object codes
- Budget Types
- Save it <PF9> or <PF5> to edit - input description – press <PF10> and do a screen print that shows BT# and description
- Maintain Budget Transfer, #14 CM CB BT MT
  (This is the queue that must be checked each day for BTs sent back as rejected from the Budget Dept.)
- Paths for a Budget Transfer
- AP - send for approval
- View again the activity in the general ledger for account, 16 CM IP (IS <Tab> Qual1)

LUNCH
• Demonstration: State of the Department Requisition, #5 CM DI SD
  • See PO (purchase order number) – write it down
  • <PF4> - look at original Req.
  • <PF5>- Items - screen navigation - (review “>” marks)
  • <PF9>- Approval activity

• Demonstration: State of the Purchase Order, #6 CM DI SP
  • Check to see if vendor is changed
  • New fields, Total Encumbered Balance and Paid Amount

• Demonstration: Browse Invoice Item History, see the check number, #7 CM DI PO
  • <PF11> to view more screens
  • Search and update Requisitions by Account Number, #4 CM DR SR
  • Select group number & <Enter>
  • Search and update Requisitions by Sent Back Status CM DR SB
  • Review: Display or Sent Back requisitions for Qual1 & <Enter>
  • Review: View-Update a Req.

• Create a Disbursement Request, #8 CM DM MD
  • Action Code=A , Types=(RQ and TV)
  • Vendor use pay address (pay address must match invoice)
  • Sequence number (use correct sequence to match address)
  • Vendor Modification sheet (use if vendor not in system)
  • Notes
  • Purpose field, first nineteen characters in this field and the invoice field print on check stub
  • Indicators: Attachments =Y – all original documents must be sent to AP along with print screen of approved Disbursement Request in RED ENVELOPE
  • <PF11> - see screen if necessary to split accounts for payment
  • <PF11> again to see screen for user activity (foot prints)
  • Send for approval- check status (print screen for AP after approval)
  • Approve Disbursement Request, #11 CM AS AS
  • Reject the document

BREAK

• Maintain Disbursement Request Status, #9 CM DM MS
  • To change the status (cancel to de-commit funds if rejected document)

• Browse Disbursement Requests by Account, #10 CM DM BA
  • Select group number
  • Review: Display or Sent Back requests for Qual
  • Review: Display, Modify, Status-change or cancel

• Browse Rejected and Sent Back DRs #11 CM DM BR (Preparers only)
  • Check daily
  • Review: Display, Modify, Status–change or cancel

• Browse all Disbursement Reqs for a User #12 CM DM BD (Preparers only)
  • Lists ALL disbursement reqs of User
  • Review: Display, Modify, Status-change or cancel

• Select Your Alias for Budget Transfers (management only), #15 CM CB BT SA

• Select Your Alias for Dept. Req. & Disb. Req. (management only), #15 CM AS IS

• User Group, #17 CM UG <ENTER> OG <TAB> User Group #
  • DEp req
    • View to see “State of Department Requisition” screen with PO#
  • DIsb req
  • POs

• Recap of training session
• Discussion/practice
Odyssey Finance System Information Trainers

<table>
<thead>
<tr>
<th>Campus</th>
<th>Trainer</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestead</td>
<td>Nancy Adkison</td>
<td>7-049</td>
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<tr>
<td></td>
<td>Tania Acosta</td>
<td>7-5219</td>
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<td>Monique Harris (Alternate)</td>
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<td>InterAmerican</td>
<td>Yolanda Rebollida</td>
<td>7-0699</td>
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<tr>
<td></td>
<td>Ivette Sheran</td>
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<td>Diane Brough</td>
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<td></td>
<td>Patty Tejeda (Alternate)</td>
<td>7-6037</td>
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<td>Kendall</td>
<td>Janet Lester</td>
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<td>Pam Alexander</td>
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<td>Lucia Obregon (Alternate)</td>
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<td>Pat Baker</td>
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<td>North</td>
<td>Carmen Bucher</td>
<td>7-1123</td>
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<td></td>
<td>Loleatha Dukes</td>
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<td></td>
<td>Wendy Villeta</td>
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<td></td>
<td>Maria Secades (Alternate)</td>
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<td>Wolfson</td>
<td>Lauri Smitherman</td>
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<tr>
<td></td>
<td>Carlos Fiallo (Alternate)</td>
<td>7-3254</td>
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<tr>
<td></td>
<td>Judy Schmelzer (Alternate)</td>
<td>7-3225</td>
</tr>
</tbody>
</table>
**Campus Menu/Finance Direct Command Quick Reference**

**Department Requisition Menu**

1. **Submit a Department Requisition**
   - Add New Department Requisition
   - CM DR AD  P

2. **Modify an existing Department Requisition**
   - View/Update Department Requisition
   - CM DR VI  P

3. **Use an existing Department Req/Purchase Req as a template**
   - Copy a Department Req (CO) or Purchase Req (CP)
   - CM DR CO/CP  P

4. **Update, or view rejected/sent back Department Requisition**
   - Search and Update Requisition by Account Nr.
   - CM DR SR  P

5. **View the PO# and track the progress of the Department Requisition**
   - State of the Department Requisition
   - CM DI SD  A/P

6. **Check to see if the Purchasing Dept. changed the vendor**
   - State of the Purchase Order
   - CM DI SP  A/P

7. **View a check number and check date for a PO**
   - Browse Invoice Item History
   - CM DI PO  A/P

**Disbursement Request Menu**

8. **Submit a Disbursement Request**
   - Create/Maintain Disbursement Request
   - CM DM MD  P

9. **Change/view current status of a Disbursement Request**
   - Maintain Disbursement Request Status
   - CM DM MS  P

10. **Update, or view rejected, sent back Disbursement Requests**
    - Browse Disbursement by Account
    - CM DM BA  P

11. **Update, or view rejected, sent back Disbursement Requests**
    - Browse Disbursement by Rejected, Sent Back, (SB) or by User (SR)
    - CM DM SB/SR  P

**Approval System Menu**

12. **To access what is waiting in the your approval queue**
    - Approval Inquiry by Date or System
    - CM AS AD  A
    - CM AS AS

13. **Approval paths & display Requisitions and Disbursements**
    - Document Inquiry.
    - CM AS DQ  A/P

**Budget Transfer Main Menu**

14. **Submit and send for approval a Budget Transfer**
    - Create a Budget Transfer
    - CM CB BT BT  A

15. **Modify existing Budget Transfers not approved or rejected**
    - Maintain a Budget Transfer
    - CM CB BT MT  A

16. **Accept authority to approve/preform functions for others**
    - Select Your Alias
    - CM AS IS  A
    - CM AS IS Reqs./Disb  Alias
17. View activity on the General Ledger for your account
   General Ledger Inquiry and Summary

18. Find an Org. Unit

19. View General Ledger Postings by Account Number
   Browse G/L Transactions by Account Number

    User Group Access
Common Function Keys

PF1  F1  Where an * (asterisk) appears next to a field active help is available - position the cursor next to the field and press <PF1>.

PF2  F2  Return to the previous screen or menu.

PF3  F3  Exit session.

PF7  F7  Scroll up (vertical) a list on the screen, if the information exceeds the screen-page.

PF8  F8  Scroll down (vertical) a list on the screen, if the information exceeds the screen-page.

PF10 F10 Access to the next panel horizontally to the left if the command A1 more>@ is displayed at the top-right of the screen.

PF11 F11 Access to the next panel horizontally to the right if the command A<more 1" is displayed at the top-left of the screen.

PF12 F12 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 or key layout map may be different, if you are having difficulty call your campus network services for help.

October 3, 2001
MEMORANDUM

TO: All Odyssey Users

FROM: E.H. Levering

SUBJECT: IMPLEMENTATION OF GL CODE POOLING FUNCTION

The GL code pooling function in the Odyssey system has been developed and tested and will be implemented effective October 8, 2001. This function allows the subtotaling and deficit management of funds at a consolidated level, rather than at the specific line GL code level, for most 600 series accounts and selected 500 and 700 series accounts, initially only in Fund 1.

This is a feature that is expected to dramatically reduce the need for intra-qual budget transfers and one that every Florida community college on Odyssey, except MDCC, presently utilizes. Specific features of this functionality are as follows:

- Selected most 600 and selected 500 and 700 series accounts will now subtotal to a new GL code (50000, 60000 and 70000) which will display the available balances for all GL codes that pool to this account.
- Funds availability for pooled accounts will only be displayed and required at the pooled account level, no balances will be displayed online for individual accounts
- As transactions occur, the edit check for available funds will point to the pooling GL code not the specific GL code for which the transactions are to be posted.
- As transactions are completed, the pooling GL code will adjust the available balance for the GL code type, but the transaction would be recorded at the specific GL code.

Specific benefits of this functionality include:

- Maintains the integrity of approved budgets and budgetary controls for financial reporting and analysis purposes.
- Dramatically reduces the number of intra-qual budget transfers. Transactions will take place as long as the pooling GL code has available funds, regardless of the available balance at the specific GL code.
- Dramatically reduces the number of account deficits. Only deficits at reflected the pooling GL Code (50000, 60000 and 70000) and the few non-pooled accounts would have to be covered for the Qual1.
- Increased information will be offered on-line to the budget managers on the funds available in their quals.

While the pooling concept and system interface are not complex, we have prepared the attached information handout detailing its effects on the system to assist users in better understanding the concept and its operational effects.

For user questions regarding pooling functionality, please contact the Budget department at x72201.

We are looking forward to benefits from the implementation of this new system function and offer our assistance during this important period.
IMPLEMENTATION OF THE GL CODE POOLING FUNCTION IN THE
FINANCE SYSTEM

The Odyssey Finance system was implemented with a structure of line item budgeting. This type of budgeting and accounting function requires that budgets be maintained at each specific GL code line. However, the system has functionality available for pooling funds at the Qual1 level by GL code type. This functionality provides an on-line running total of available balance for an assigned group of GL codes to be maintained in a single GL code line. This is similar to the Legacy system’s available dollars for 6XXXX and 7XXXX GL code types. This function was evaluated and is now being implemented for Fund 1 accounts only. There are many benefits expected with the implementation of this function. It will reduce the need for budget transfers, facilitate the processing of disbursement request and department requisitions, assist in the budgeting and accounting process for departments and reduce the number of account deficits.

With the GL code pooling function some of the processes of financial transactions will be handled as follows: (1) The system will edit against the pooling GL code for available dollars, not at the specific GL code where the transaction is taking place. Therefore, as long as the pooling GL code has available funds the transaction will be accepted. (2) The transaction will be recorded at the specific GL code used in the transaction not the pooling GL code. (3) The pooled line item will not display its corresponding balance. The balance is maintained at the pooling account. It should be noted that no changes are taking place in the approval process of the transactions.

To support the implementation of this function, three pooling GL codes have been created for each type of expenditure GL codes. These are the following: 50000 Pooling Personnel Expenses, 60000 Pooling Current Expenses and 70000 Pooling Capital Outlay. Each one of these has been added to all Qual1s for Fund 1. Since each of the three types of expenditures have a unique group of pooled GL codes, it is important to define each one.

1. **50000........................Pooling Personnel Expenses**: The following are the only pooling GL codes INCLUDED for this type of expenditure. All other GL codes used for personnel expenses will continue to function as line item budgeting.

<table>
<thead>
<tr>
<th>GL Code</th>
<th>Description</th>
<th>Budget</th>
<th>Com/Enc</th>
<th>Actual</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>53001..</td>
<td>Other Professional-Extra Days</td>
<td>54101..</td>
<td>Tech, Cler, Trade &amp; Serv-Reg P/T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>53100..</td>
<td>Other Professional-Overload</td>
<td>54500..</td>
<td>Tech, Cler, Trade &amp; Serv-Reg P/T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>53301..</td>
<td>Pro-ParaProf/Asci/Asst-Extra Days</td>
<td>56500..</td>
<td>Other Prof P/T Cler, Trade &amp; Serv</td>
<td></td>
<td></td>
</tr>
<tr>
<td>53500..</td>
<td>Other Prof-Regular Part-Time</td>
<td>57000..</td>
<td>Other Pers Serv-Tech, Cler, Trd &amp; Serv</td>
<td></td>
<td></td>
</tr>
<tr>
<td>54100..</td>
<td>Tech, Clerk, Trade &amp; Serv-O/T</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following is an example of how the General Ledger screen (Path: CM, GL, IP, IS) will display for Fund 1 Qual1s with the 50000 pooling GL code:

<table>
<thead>
<tr>
<th>FIG 042P1</th>
<th>********** FINANCE SYSTEM **********</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 6, 01</td>
<td>- Org Unit Income and Expense-</td>
</tr>
<tr>
<td>DATE 08 2001 CURRENT YEAR</td>
<td>14600000-N46001-10 DEAN OF ACADEMIC AFFAIRS</td>
</tr>
<tr>
<td>GL CODE</td>
<td>DESC</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>50000</td>
<td>POOLING-PERS</td>
</tr>
<tr>
<td>51100</td>
<td>INSTRUCTIONAL</td>
</tr>
<tr>
<td>51200</td>
<td>INSTITUTIONAL</td>
</tr>
<tr>
<td>53100</td>
<td>OTHER PROF-OV</td>
</tr>
<tr>
<td>53500</td>
<td>OTHER PROF-P/T</td>
</tr>
<tr>
<td>+ + + +</td>
<td></td>
</tr>
</tbody>
</table>

Restart at GL Code: Enter—PF1—PF2—PF3—PF4—PF5—PF6—PF7—PF8—PF9—PF10—PF11—PF12——
help return quit bkwd frwrd Totl left right main

1517 – Tab and cursor to amount and enter for data
(a) The pooling GL code (50000) has a balance of $800.00, this represents the total budgeted dollars for 53100 and 53500 (500.00 + 500.00), minus actual expenses (100.00 + 100.00) for the same GL codes. As transactions are entered using pooling GL codes in the 5XXXX series the system will check and update the available balance in GL code 50000. The actual transaction will be recorded in the specific GL code being used.

(b) GL codes 51100 and 51200, which are not being pooled, continue to react as they did before the implementation of the pooling functionality. The line will continue to show the available balance on the balance column. These funds are not reflected in the available balance for 50000.

2. 60000--------------------Pooling Current Expenses: For this type of expenditure the GL codes listed below are the ones EXCLUDED from the pooling GL code function. These GL codes will continue to function as line item budgeting. All other GL codes for current expense will be pooled to 60000.

<table>
<thead>
<tr>
<th>GL Code</th>
<th>Description</th>
<th>Budget</th>
<th>Com/Enc</th>
<th>Actual</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>60501</td>
<td>Travel - In-District</td>
<td>200.00</td>
<td>100.00</td>
<td>10.00</td>
<td>90.00</td>
</tr>
<tr>
<td>60502</td>
<td>Travel-Out-Of-District</td>
<td>200.00</td>
<td>50.00</td>
<td></td>
<td>150.00</td>
</tr>
<tr>
<td>63002</td>
<td>Rental Equip</td>
<td>500.00</td>
<td></td>
<td></td>
<td>150.00</td>
</tr>
<tr>
<td>64501</td>
<td>Other Serv</td>
<td>500.00</td>
<td></td>
<td></td>
<td>200.00</td>
</tr>
<tr>
<td>65501</td>
<td>Educ Mat &amp; Sup</td>
<td>300.00</td>
<td>50.00</td>
<td></td>
<td>200.00</td>
</tr>
<tr>
<td>69508</td>
<td>Other Exp-Misc</td>
<td>200.00</td>
<td></td>
<td></td>
<td>200.00</td>
</tr>
</tbody>
</table>

The following is an example of how the General Ledger screen (Path: CM, GL, IP, IS) will display for Fund 1 Qual1s with the 60000 pooling GL codes:

(a) The pooling GL code (60000) has a balance of $1230.00, this represents the total budgeted dollars for 63002, 64501, 65501 and 69508 (500.00 + 500.00 + 300.00 + 200.00 = 1500.00), minus the total dollars for commitments/encumbrance/actual expenses (100.00 + 100.00 + 50.00 + 20.00 = $270.00) for the same GL codes. As transactions are entered using pooling GL codes in the 6XXXX series the system will check and update the available balance in GL code 60000. The actual transaction will be recorded in the specific GL code being used.

(b) GL codes 60501 and 60502, which are not being pooled, continue to react as they did before the implementation of the pooling functionality. The line will continue to show the available balance on the balance column. These funds are not reflected in the available balance for 60000.

3. 70000--------------------Pooling Capital Outlay: For this type of expenditure the GL codes listed below are the ones EXCLUDED from the pooling GL code function. These GL codes will continue to function as line item budgeting. All other GL codes for current expense will be pooled to 70000.

<table>
<thead>
<tr>
<th>GL Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>706XX</td>
<td>All GL codes for Furn &amp; Equip Under $5000.00</td>
</tr>
<tr>
<td>710XX</td>
<td>All GL codes for Furn &amp; Equip Over $5000.00</td>
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</table>

The following is an example of how the General Ledger screen (Path: CM, GL, IP, IS) will display for Fund 1 Qual1s with the 70000 pooling GL codes:
<table>
<thead>
<tr>
<th>GL CODE</th>
<th>DESC</th>
<th>BUDGET</th>
<th>COM/ENC</th>
<th>ACTUAL</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>70000</td>
<td>POOLING-CAPIT</td>
<td>1,300.00</td>
<td></td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>71011</td>
<td>COMP EQUIP</td>
<td>6000.00</td>
<td>5500.00</td>
<td></td>
<td>(b)</td>
</tr>
<tr>
<td>72001</td>
<td>DATA SFTW-EDU</td>
<td>500.00</td>
<td></td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>72002</td>
<td>DATE SFTW-ADM</td>
<td>1000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
</tbody>
</table>

(a) The pooling GL code (70000) has an available balance of $1300.00, this represents the total budgeted dollars for 72001 and 72002 (500.00+1000.00=1500.00), minus the total dollars for commitments/encumbrance/actual expenses ($200.00) for the same GL codes. As transactions are entered using pooling GL codes in the 7XXXX series the system will check and update the available balance in GL code 70000. The actual transaction will be recorded in the specific GL code being used.

(b) GL codes 71011 is not being pooled, continues to react as they did before the implementation of the pooling functionality. The line will continue to show the available balance on the balance column. These funds are not reflected in the available balance for 70000.

4. Processing Rules:

Disbursement Request and Department Requisitions:

(a) Do not process any disbursement request and department requisitions using the pooling GL codes (50000,60000,70000). All transactions should continue to be process to the appropriate GL code. If any transactions are created using the pooling GL codes they will be rejected by the Business Affairs area.

Budget Transfers:

(a) Do not process any budget transfers using the pooling GL codes (50000,60000,70000). All transactions should continue to be processed to the GL code. If any transactions are created using the pooling GL codes they will be rejected by the Budget Department.

(b) It is not necessary to move funds between pooled GL codes of the same type within the same Qual1. For example, you do not need move funds between 65501 and 64501.

(c) Do not move funds out of a GL code that has no budget. Any transaction of this type will be rejected by the Budget Department.

We are pleased to be able to implement this functionality in the Odyssey system and expect that all areas will benefit. The system with the new functionality will be available college wide on October 8, 2001. For questions please contact Budget Department at 7-2201.
USER GUIDES ON THE WEB

Go to the Internet:  http://www.mdcc.edu/businessaffairs/M&Fs.htm

Scroll down to FINANCE USER MANUAL

Click on one of the following:

Section 1 – Getting Started

Section 2 – Approvals

Section 3 – Purchasing

Section 4 – Accounts Payable

Section 5 – Budget

Section 6 – Payroll