FINANCE ELECTRONIC SIGNATURE APPROVAL PATH

INTRODUCTION

The Odyssey approval system for Department Requisitions and Disbursement Requests is totally electronic, paperless. It allows for several approval stops for one document. Each document can be tracked along its approval path.

There are several new terms we need to become familiar with. The first is the concept of a User Group.

A User Group is identified by an eight digit ID assigned to all accounts within a shared approval structure. All users in a User Group share account information. A User Group must have preparers and approvers and least one account number. The User Group and account number (Qual 1) will be assigned by Business Affairs.

A Preparer enters and modifies department requisitions (Legacy purchase requisition) and disbursement requests (legacy check requisition) for their User Group. A Preparer CAN NOT be an Approver.

Budget Manager (1\textsuperscript{st} Approver) has ultimate financial responsibility for all Qual 1's (accounts) in a User Group. An Approver CAN NOT be a Preparer.

Approval Alias will be able to access any account under the responsibility of the Account Budget Manager (1\textsuperscript{st} Approver). An Alias should be the supervisor of Budget Manager/1st approver.

The approval path is driven by several factors in this order:

- The system looks at the Account Budget Manager
- The User Group approval path based on amount thresholds
- If there is a special GL Code tied to the document (ex. Hazardous Materials)
- If there is a special document type (ex. Learning Resources)

Approval path is set up to flow from the lower organizational level to the highest.

- A prepares cannot be an approver and an approver cannot be a preparer.
- Approver alias' have been set up as the next level of approver. Ex: The alias for a Department Chair would be their corresponding Associate Dean, alias for the Associate Dean would be the Academic Dean, alias for the Dean is the corresponding Campus President.
- The finance approval path has no relationship to the payroll approval path.

The following pages further explain and illustrate a document's approval path based on the different criteria.
1. One approval level is required for requisitions under $5,000. The Budget Manager (i.e. Chair, Director of a Program, Associate Dean, Dean, etc.) for the corresponding Qual 1 (account) is the only approval needed.

2. Two approval levels are required for requisitions from $5,000 to $14,999. Either the Chair and Associate Dean (If generated at the Chair level) or the Associate Dean and the Dean (if generated at the Associate Dean level) or the Department Director and Dean (for Administrative and/or Student areas where no Associate Dean is available.)

The corresponding level of position for the non-academic areas will have the same level of approval.

3. Three approval levels are required for any disbursement over $15,000. For example: A department requisition generated from a Chair's department for $16,000 is approved by the Chair (1st approval level), next it goes to the Associate Dean (2nd approval level), then to the Dean and last Campus approval level). However, if an Associate Dean generates a $16,000 (3rd department requisition it goes to the Dean and then the Campus President.

4. Deans can generate and authorize from their area anything under $15,000 (no other approval needed goes directly to Purchasing); over $15,000 will go to the Campus President or another Dean.

5. At Dean level, the approver can be the Assistant Dean or another Dean, making the Dean the Approver Alias. The Approver Alias must always have the higher pay grade or a Dean can be an alias for a Dean and approve another Dean.

6. Disbursement and department requisitions generated by the Campus President's office and approved by the Campus President- any dollar level will go directly to the Purchasing Department. (No dollar limits)

7. There is a requisition type created to deal with computers, peripherals, and software purchases. These will be designated with an "L" and the corresponding Campus designation. For example, LK will be Kendall, LN will be North, etc. The corresponding Campus Associate Dean of learning Resources will then be included as an extra approver on all requisitions designated with the LK, LN, LW, Etc. The Campus Preparer must choose the appropriate type when purchasing computer or computer related equipment and software.

<table>
<thead>
<tr>
<th>Type</th>
<th>Requisition/Request Type</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>LH</td>
<td>Learning Resources Homestead Campus</td>
<td>Computers, Software, audio visual equipment and related items.</td>
</tr>
<tr>
<td>LI</td>
<td>Learning Resources Inter Am Campus</td>
<td>Computers, Software, audio visual equipment and related items.</td>
</tr>
<tr>
<td>LK</td>
<td>Learning Resources Kendall Campus</td>
<td>Computers, Software, audio visual equipment and related items.</td>
</tr>
<tr>
<td>LM</td>
<td>Learning Resources Medical Campus</td>
<td>Computers, Software, audio visual equipment and related items.</td>
</tr>
<tr>
<td>LN</td>
<td>Learning Resources North Campus</td>
<td>Computers, Software, audio visual equipment and related items.</td>
</tr>
<tr>
<td>LW</td>
<td>Learning Resources Wolfson Campus</td>
<td>Computers, Software, audio visual equipment and related items.</td>
</tr>
<tr>
<td>LD</td>
<td>Learning Resources District</td>
<td>Computers, Software, audio visual equipment and related items.</td>
</tr>
</tbody>
</table>
8. A hazardous materials GL code will be used as another level of approval. One individual College wide will approve. Disbursements and Department Requisitions with this GL code 64006.

- Deans will have viewing capabilities to all accounts under their Deanship.
- Campus Presidents and Deans for Administration will have viewing capabilities to all Campus accounts.

* The following pages illustrate a simple approval path, a Learning Resources approval, a Special GL-Code approval path, a Fund 7 approval path, a Learning Resources Fund 7 approval path, and a sample academic campus structure approval path.
Department Requisition & Disbursement Requests Approval Paths

- **Budget Manager (1st Level of Approval)**
  - Less than $5,000

- **Budget Manager (1st Level of Approval)**
  - $5,000 - $14,999

- **Budget Manager (1st Level of Approval)**
  - $15,000 and over

- **2nd Level Approval**

- **3rd Level Approval**

- **Purchasing or Accounts Payable Dept.**
GL-Code: 64006  Hazardous Materials

Budget Manager (1st Level of Approval) -> District Level of Approval

- Less than $5,000

Budget Manager (1st Level of Approval) -> District Level of Approval -> 2nd Level Approval

- $5,000 - $14,999

Budget Manager (1st Level of Approval) -> District Level of Approval -> 2nd Level Approval -> 3rd Level Approval

- $15,000 and over
FINANCE ELECTRONIC SIGNATURE APPROVAL PATH

Department Requisition & Disbursement Requests
Approval Paths - Learning Resources

Budget Manager (1st Level of Approval)

Assoc Dean of Learn Res Level of Approval

2nd Level Approval

Purchasing or Accounts Payable Dept.

Less than $5,000

$5,000 - $14,999

$15,000 and over
FINANCE ELECTRONIC SIGNATURE APPROVAL PATH

Department Requisition & Disbursement Requests

Approval Paths - Fund 7

Dean of Admin Office (Preparer)

Sr. Facility Planner (1st Level of Approval) Facilities

Assoc. Dean Facilities Mgmt. (2nd Level Approval) Facilities

Dean of Admin (3rd Level Approval) Campus

Campus President (4th Level Approval) Campus

Vice Provost for Facilities Ops (5th Level Approval) Facilities

Purchasing or Accounts Payable Dept.
FINANCE ELECTRONIC SIGNATURE APPROVAL PATH

Department Requisition & Disbursement Requests
Approval Paths - Fund 7 with
Document Type of Learning Resources

Dean of Admin Office (Preparer)

Sr. Facility Planner (1st Level of Approval) Facilities

Learning Resources Level of Approval

Assoc. Dean Facilities Mgmt. (2nd Level Approval)

Dean of Admin (3rd Level)

Campus President (4th Level Approval) Campus

Vice Provost for Facilities Ops (5th Level Approval) Facilities

Purchasing or Accounts Payable Dept.
FINANCE ELECTRONIC SIGNATURE APPROVAL PATH

APPROVAL PATH ACCESS REQUEST FORM

Finance security forms grant access to screens as well as to account numbers. Payroll and Finance use the same forms. There are two forms available for changes in both Finance and Payroll Security: (These forms have been included in the back of this manual for your convenience).

1) Approval Path Request Form (Account) Form# 14a
2) Access Request\Change Form (Personnel) Form #14b

When to use the Approval Path Request Form(Account):

1) When Adding a new Account
   (a) To an existing User Group(Business Affairs will assign the new Qual 1) Complete the Contact Information section and enter the User Group number.
   (b) To an approval path (User Group). (Business Affairs will assign the new Qual 1 and User Group number.) Complete the Contact Information section and approval path members.

2) When changing approval path on an existing account/User Group
   (a) Complete the Contact Information section and enter the User Group number and/or Qual 1(s).

Note: This will completely replace the previous approval path. No additional forms will be required to replace\remove users.

In order for security to be established, several factors have to be taken into consideration. These factors are determined by the criteria on the request form. For example: when a user is to be given Approver access to a particular account in the Finance system, their paygrade level must be, at least, an 18 for Academic. For Payroll, the paygrade level of an Approver must be, at least, a 12.

Instructions for Completing Form:

Before you begin filling in the form, you should be aware of the types of users available, how the system recognizes each user type, and what a User Group consists of. This information is located on the back of the form and is described in this manual. The following is a short description of User types, the systems to which they are applicable, the function of the user within the respective system, applicable restrictions, and paygrade requirements:
# FINANCE ELECTRONIC SIGNATURE APPROVAL PATH

### Table 1
DS=Disbursement Requests, DN= Department Requisitions, BT= Budget Transfers

<table>
<thead>
<tr>
<th>USER TYPE</th>
<th>SYSTEM</th>
<th>FUNCTION</th>
<th>RESTRICTION</th>
<th>PAYGRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparer</td>
<td>PAYROLL</td>
<td>Prepares electronic rosters for approval.</td>
<td>Cannot prepare BTs or approve any transactions.</td>
<td>Any</td>
</tr>
<tr>
<td></td>
<td>FINANCE</td>
<td>Prepares Disbursement Requests &amp; Department Requisitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approver</td>
<td>PAYROLL</td>
<td>Approves/Rejects electronic roster.</td>
<td>Cannot prepare rosters.</td>
<td>Paygrade 12 or higher.</td>
</tr>
<tr>
<td>Approver/Budget Manager (1st Level Approver)</td>
<td>FINANCE</td>
<td>Executes BT transactions. Approves/Rejects transactions.</td>
<td>An approver cannot prepare DN, DS transactions, but is responsible for executing (entering and approving) BTs.</td>
<td>Academic - Paygrade 18 or higher. District or Non-Academic – Any administrative level.</td>
</tr>
<tr>
<td>Alias Approver</td>
<td>PAYROLL</td>
<td>Back-up for Approver in his/her absence.</td>
<td>Cannot prepare rosters.</td>
<td>Paygrade 12 or higher.</td>
</tr>
<tr>
<td>Alias Approver</td>
<td>FINANCE</td>
<td>Back-up for Approver/Budget Mgr. in his/her absence.</td>
<td>An Approver cannot prepare DN, DS transactions, but is responsible for executing (entering and approving) BTs.</td>
<td>Academic - Paygrade 18 or higher. District or Non-Academic – Any administrative level.</td>
</tr>
<tr>
<td>Restricted Approver ($5,000 to $14,999) (Supervisor of Approver/Budget Mgr.) 2nd Level Approver</td>
<td>FINANCE</td>
<td>Approves/Rejects all transactions from $5,000 to $14,999. Back-up for Alias Approver in his/her absence. (Supervisor of Budget Manager)</td>
<td>Same restrictions as Approver/Budget Mgr.</td>
<td>Academic - Paygrade 18 or higher. District or Non-Academic – Any administrative level. Must be one level higher than the Approver/Budget Mgr., but no higher than the Campus President.</td>
</tr>
<tr>
<td>Restricted Approver ($15,000 and above) 3rd Level Approver</td>
<td>FINANCE</td>
<td>Approves/Rejects all transactions $15,000 and above. Back-up for Rest. Approver $5,000 to $14,999 in his/her absence.</td>
<td>Same restrictions as Approver/Budget Mgr.</td>
<td>Must be two levels higher than the Approver/Budget Mgr., but no higher than the Campus President.</td>
</tr>
</tbody>
</table>

A User Group is identified by an eight digit ID assigned to all accounts within a shared Approval Path. All users in a User Group share account information and the same Approval Path. A User Group must have Preparers, Approvers, and at least one account number. User Groups and account numbers (Org Units) are assigned by Business Affairs. If you do not know your user group number, go to the User Group module to find it (Path = OD, CM, UG, UG).
When to use the Access Request/Change Form (Personnel):
The Access Request/Change Form (Personnel) was developed to simplify requests for new access or changes of access on an individual basis. The form covers a variety of requests (e.g., new user, new user replacing old user, user left College, user left user group, etc.), therefore, it is advised that you complete as much of the form as possible. Any omissions will result in a delay in processing of the form.

(1) When removing a user's access: Specify all accounts or User Groups affected. Use Comment area or attach a list if additional space is needed. Complete Contact Information section and person to be added section.
(2) When requesting access for user: Complete Contact Information and person to be added section
(3) When replacing one user with another: Complete the Contact Information section and Person to be Added and Person to be Removed section.

Where to obtain security forms:
Both the approval Path Request Form (Account) and the Access Request/Change form can be obtained by visiting the Business Affairs web site. The path to the site containing copies of the forms is the following:
- MDCC home page
- Click the “Employees” icon
- Click the “Business Affairs” icon
- Click the “Manuals & Forms” icon

Note: Forms cannot be submitted electronically to the Business Affairs Security area. They require signature from the appropriate campus/district area authorizers.
FINANCE ELECTRONIC SIGNATURE APPROVAL PATH

PROCEDURES FOR ESTABLISHING/MODIFYING ACCOUNTS & APPROVAL PATHS:

All modifications to an Account or Approval Path in the Odyssey Finance System must be submitted on the correct form to the Business Affairs Security Department, Kendall Campus, Room 1142 for processing. ALL FORMS SUBMITTED MUST BE "ORIGINALS ", IN THE CASE OF AN EMERGENCY FORMS MAY BE FAXED TO 7-0957. ANY FORMS SUBMITTED WITHOUT AN AUTHORIZING SIGNATURE WILL BE NOT BE PROCESSED.

I. ADD (To establish a new account)

(A) Complete the Contact Information on the Modification of Chart of Accounts Form.

(B) Print "A" under the "Add/Inactivate/GL" heading.

(C) For instructional accounts print ICS Code number under the "ICS Code" heading

(D) Print suggested account title under the "Description" heading. For instructional accounts include Course Type and Discipline as part of the description.

(E) For each account select the "Financial Activity digit", "Instructional or Non-instructional digit", and the "Campus Indicator letter" as described in the chart found on the lower right corner of the form.

(F) Refer to the back of the form for GL codes assigned to each account by fund as the "System Default GL Codes", if additional GL codes are required list them under "Additional GL Code to be Attached".

(G) Provide additional information under the "Brief Description of Indented Use" heading

(H) Include the Approval Path Request (Account) Form with the user group or approval path information

1. When adding a new account to an existing User Group.

   Complete the Contact information and enter the User Group number, Fund, account title, and place a "/" in the payroll box if the account is to be used for payroll (Business Affairs will assign the new Qual 1).

2. When adding a new account to a new approval path (User Group). Complete the Contact information and provide the approval path members. If you are naming more than two preparers, you may attach a list with the names and User ID's of the additional users.

   Place a "4" in the Payroll box for those users that will be doing payroll.

Payroll and Finance users may have the same roles in both systems. For example, you could be a Payroll Preparer and a Finance Preparer. If this is not possible, then you may submit a separate form for payroll.

(Business Affairs will assign the Qual 1 and User Group Number).
II. GENERAL LEDGER CODE (To add a GL-Code to an existing account)

(A) Review the chart of accounts to determine if the GL code already exist for the desired Qual1. If you are a preparer, to view the GL codes attached to an account type CM DM MD in the "Direct Command" line. Type the Qual1 and move cursor to the "GLC" field and press <PF1>. To browse through all the GL Codes in the Qual1 use <PF8> to go forward and <PF7> to go backwards. If you are an approver, to view the GL codes attached to an account type CM CB BT BT in the "Direct Command" line. Type the Qual1 and move cursor to the "GLC" field and press <PF1>. To browse through all the GL Codes in the Qual1 use <PF8> to go forward and <PF7> to go backwards.

(B) Complete the Contact Information on the Modification of Chart of Accounts Form.

(C) Print "GL" under the "Add/Inactivate/GL" heading

(D) Print the Qual 1 characters under the "Qual 1" heading

(E) Print the general ledger codes desired or attach a list of GL Codes (Refer to the Budget Department's General Ledger Codes booklet for a listing of valid G/L codes)

(F) Provide additional information under the "Brief Description of Intended Use" heading

*Note: Security forms are not required when requesting GL codes.

III. INACTIVATE (To discontinue use/close account)

(A) Complete the Contact Information on the Modification of Chart of Accounts Form

(B) Print "I" under the "Add/inactivate/GL" heading

(C) Print the account title under the "Description" heading

(D) Print the Org Unit, Qual 1, and Loc characters under each respective heading

(E) Provide the reason for inactivating the account under the "Brief Description of Intended Use" heading

(F) Business Affairs will prepare a memo informing the campus Deans, Registrars, Liaisons, and ASTRA coordinators of the accounts to be changed and when the changes are to take place

(G)Before inactivating an existing account number, an RPA must be submitted to the Human Resources Department reflecting the requested change from the old to the new account number. This process also requires the transferring of any amount balance to the new account number.

*Note: Security Forms are not required when inactivating an account.

IV. APPROVAL PATH STRUCTURE (To change the approval path structure of an existing account)

(A) Complete the Contact Information on the Approval Path Request(Account) Form

(B) Print the account number(s) or User Group you are requesting to change.
FINANCE ELECTRONIC SIGNATURE APPROVAL PATH

(C) Complete the Approval Path section as indicated on the form. If you are naming more than two preparers, you may attach a list with the names and User ID's of the additional users.

*Note: This form will completely replace the previous approval path. No additional form will be required to replace or remove users. When a User group is listed, there is no need to list Qualls regardless of whether for payroll or finance.

V. TO REMOVE ACCESS FROM A USER

(A) Complete the Contact Information on the Access Request/Change (Personnel) Form

(B) Fill out the "Person to Be Removed" section

- Place a ‘check mark’ on the box labeled "College" to remove a user from the entire system.

- Place a ‘check mark’ on the box labeled "Department" only to remove a user from all the User Groups and accounts that belong to your department and to remove screen access for Finance and Payroll Systems.

- Place a ‘check mark’ on the box labeled "User Group" to remove the user from a particular account/User Group

(C) Specify all the accounts or User Groups affected. Use "Comments" area or attach a list if additional space is needed.

*Note: When a User group is listed, there is no need to list Qualls regardless of whether for payroll or finance.

VI. TO ADD ACCESS TO A USER

(A) Complete Contact Information on the Access Request/Change (Personnel) Form

(B) Fill out the "Person To Be Added" section

(C) Specify all the accounts or User Groups affected. Use "Comments" area or attach a list if additional space is needed.

*Note: When a User group is listed, there is no need to list Qualls regardless of whether for payroll or finance.

VII. TO REPLACE A USER

(A) Complete Contact Information on the Access Request/Change Form (Personnel)

(B) Fill out the "Person To Be Added" and "Person To Be Removed" sections

(C) Specify all the accounts or User Groups affected. Use "Comments" area or attach a list if additional space is needed.

*Note: When a User group is listed, there is no need to list Qualls regardless of whether the account is for payroll or finance.
The following screen is the main menu of the procedures that you will be accessing to help you accomplish your tasks through Odyssey. Since this section of the guide focuses on the approval of documents, you will go to the Approval System Menu.

Your cursor will be positioned on the right of "Code:" - type AS and press <ENTER>.
The approval system menu allows access to modules that let you approve financial related documents and view their status. Also, you may access a module where you can select an alias. To select a specific function from the menu, type the two letter code for the function to be worked on in the Code field and press <ENTER>.

Menu options and their general descriptions are as follows:

**AD  Approval Inquiry by Date**
This function, using the date as a selection criteria, displays documents waiting your approval. Allows you to see the documents and its approval path, approve or reject it.

**AS  Approval Inquiry by System**
This function, using the system as a selection criteria, displays documents waiting your approval. Allows you to see the documents and its approval path, approve or reject it. There are only two types of systems: FIN (Finance System) for Disbursement Requests and FIP (Purchasing System) for Department Requisitions.

**DQ  Document Inquiry**
This function allows you to view transaction activity of financial documents regardless of its stop on the approval path. It will display all documents approved, rejected, canceled, and in progress status. You can determine who has already approved the transaction and who else has to approve it.

**ID  Delegate Your Alias**
This function will be performed by Business Affairs. Your Alias should be your supervisor. Your Alias will be able to access and approve all the documents in your approval queue.

**IS  Select Your Alias**
When other Department Chairpersons or Budget Manager/Approver authorize you to perform their system functions, such as approving documents, you are called an alias. (This authority assigned once the Finance Approval Path Form is complete.) The Select Your Alias screen will list all of the people who have given you authority to function as his/her backup. When selecting a name from the list, you will carry out their responsibility without needing to know their ID and password.
FINANCE ELECTRONIC SIGNATURE APPROVAL PATH

APPROVAL INQUIRY BY DATE
PATH: CM AS AD

APPROVAL INQUIRY BY SYSTEM
PATH: CM AS AS

These screens will display all documents waiting for your approval, this means these documents have reached your Approval stop. You may follow either one of the above paths to access the screen that allows you to approve, display the document, display the document's approval path or reject documents pending approval. Documents will automatically appear on these screens when they reach your stop on the approval path. To demonstrate this module, the "Approval Inquiry by Date" screen, illustrated below, will be used. Please be aware that either of these screens can be used for this purpose, but you should choose the one that meets your needs.

If the screen is blank and there are no transactions pending approval, you will see the message at the bottom of the screen: "No records found for the current input."

The approval screen may display a lengthy list of documents. You may want to narrow your selection criteria by typing in one or more of the following in the designated fields starting with the left most field in the space provided at the bottom of the screen.

1 Submit Date
Date Submitted (format: mmdy or mmddccyy) is specified when you want the documents of your choice to display by the date they were submitted for approval. (Note that this is not the first field display choice when using "Approval Inquiry by System" screen - Path: CM AS AS).
2 **System Id**
Codes for the system where the document originated. You must enter FIN (Financial System for Disbursement Requests) or FIP (Purchasing System for Department Requisitions), depending on the choice of documents you want displayed.

3 **Doc Type**
Document Type, are codes that represent the types of documents listed in this module, such as DN (Department Requisitions) or DS (Disbursement Requests.) You may type in your choice and only those document types will be displayed on your screen.

4 **Doc ID**
Document ID, (format: CCYSNNNNNN Disbursement Requests or CC for Department Requisitions) is the number identifier for the document you wish to display at the top of the list. (Note that this is not a field display choice when using "Approval Inquiry by System" screen Path: CM AS AS.

5 **Show Future Approvals**
Type Y (yes) in this field to display the future documents not yet ready for your approval. These documents have been sent for approval but have not reached your approval stop.

After you have made your selection of documents in the approval queue, press the <HOME> key that will take your cursor to the first record. Use the down arrow key to take your cursor to the line of your choice, then type one the following action codes.

<table>
<thead>
<tr>
<th>Action</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>A: Activates the approval of the document, then pressing &lt;Enter&gt; displays a message at the bottom of the screen: &quot;Document NNN Approved Successfully.&quot; Note that the record you approved will disa from the list.</td>
</tr>
<tr>
<td>Detail</td>
<td>DE: Displays the detail screen for the document waiting approval.</td>
</tr>
<tr>
<td>Display</td>
<td>DI: Displays the &quot;Document Approval Path Maintenance&quot; screen.</td>
</tr>
<tr>
<td>Reject</td>
<td>R: Rejects the document and the &quot;Document Approval/ Rejection Notes&quot; screen will display for you to input a reason for the rejection. At the bottom of the screen the message &quot;Document NNNNNNNNNN Rejected Successfully&quot; will display. The document will be automatically sent back to the preparer and the Status will become rejected. (Only the preparer can cancel the Requisition and de-commit the funds.)</td>
</tr>
</tbody>
</table>

Hint: By placing one of the above action codes on multiple records and then pressing <Enter>, the selected action will be performed simultaneously by pressing <PF2>. 

FINANCE ELECTRONIC SIGNATURE APPROVAL PATH

APPROVALS PATH DISPLAY

Path: CM AS DQ

The main purpose of this module is to view all documents regardless of its state in the approval path. You can research where a document is in the approval path. This function allows you to select a department requisition or disbursement request document and display (DI) the approval status ("approved", "in progress", "cancel", or "rejected"). Also you may view the detail (DE) of the original document. From the approval system menu, when you type DQ after "Code," the Document Inquiry screen will display.

To view a particular Department Requisition:

1. Type "FIP" in the system id field.
2. Type "DN" in the Document Type field
3. Type Department Requisition number (Y(year & 8 numbers) in the Document ID field. To view a particular Disbursement Request:
4. Type "FIN" in the system id field.
5. Type "DS" in the Document Type field.
6. Type Disbursement Request number (year & 6 numbers) in the Document ID field.

When your document choice displays on the list, press the <HOME> key, your cursor will advance to the first record, use the <TAB> key to advance your cursor to the line of your choice.

Type DI (display) in the Action field, the following screen will display where you will then be able to determine the approval activity of the document.

Note: The above screen illustrates a Disbursement Request that must pass through three individuals in the approval path before it is received by the Accounts Payable Department. The first person approved (AP APPROVED) the document on 2/18/99. It is waiting in the queue of the second approver (IP IN PROGRESS,) once it approved, it will then appear to the third approver's queue.

PF4-DTL  From the above screen you may press <PF4> to view the original document.

PF9-NOTES  From the above screen you may press <PF9> to view additional comments made by a user when a particular document was rejected. The "Document Approval/ Rejection Notes" pop-up window as shown below, will display.
When you have been assigned authority to be someone's alias and perform their finance system functions, you will access this screen to accept that responsibility.

**To Select Alias Privileges:**

To select an alias you may log on to the system as usual, use your User ID and password. When you access the above screen from the "Approval System Menu," enter 'IS' in the code field. The screen illustrated above will appear, use your up arrow to position cursor on the User ID/Name and press <ENTER>. If your selection is valid, you will be taken back to the "Approval System Menu," where you can carry on the system authority of the colleague who entrusted you with this responsibility and whose alias you selected. All activity will be recorded under the original designator's User ID/Name.

**To Remove Alias Privileges:**

After you have completed the designated tasks as an alias and want to return to your regular status and user privileges, you may go back to the same screen above (Path: CM AS IS) and press <PF2>; or you may simply exit the Finance System by pressing <PF12>. If you try to access an alias and you have not been permitted authority to perform a designator's system responsibilities, the message "There Are No Current Aliases Available to You" will display.