AGENDA

SLU Business Manager Meeting
September 13, 2007
Medical School Lecture Hall A
9:00 a.m.-10:30 a.m.

1) Meeting Overview/Announcements: Linda Pizzo (10 minutes)
   • Sign in Sheet
   • Next Meeting October, 11 BSC 172

2) After Action Review of the FY2008 Budget Roll: Stacey Barfield and Jennifer Haegele (20 minutes)

3) eSeeIDO Implementation Status and System Demo: Linda Pizzo and Lisa Zoia (20 minutes)

4) Q & A

   3 minute break for those not attending
   the Effort Reporting session to clear the room

5) Effort Reporting (Optional Session): Doug Leavell and Dan Miller (20 minutes)
Business Manager Meeting

Minutes of the Meeting of September 13, 2007

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, September 13, 2007 in the Medical School Lecture Hall A.

Business & Finance Staff Present:

Bruce Andres   Stacey Barfield   Mary Drexl   Sharon Gajewski
Greg Haney   Jeff Hovey   Jenny Kukic   Marsha McBride
Linda Pizzo   Lisa Zoia

HR Staff Present: Patty Haberberger, Jennifer Haegel

Number of Business Managers Present: 70

Linda Pizzo welcomed everyone to the meeting. Next month’s meeting will be held on October 11 in the Busch Student Center, Room 172. Please check the meeting schedule for the location of all future meetings. Next month’s meeting will include an update on the new Touchnet program, (E-Commerce). The students began using the service and paying their tuition and fees on-line for this semester. The next phase implemented will be cashiering beginning in October and it will assist with deposits. Linda Wilson, of ITS, was attending her first Business Manager meeting.

Budget Roll Process Review – Stacey Barfield and Jennifer Haegel presented an overview of the results of their FY08 Budget Roll After Action session which revealed two main concerns expressed by Business Managers: lack of time to review NBAJOBS records after the Roll but before the first fiscal payroll, and the need for better reports from Salary Planner. Planning and Budget along with HRIS are looking into possibly starting the process one month earlier to give more time to review NBAJOBS records and are collaboratively designing reports that would satisfy the Business Manager’s information needs. Jennifer presented a flow chart that mapped the EPAF process as it relates to the Salary Planner Roll. They concluded by asking for feedback from all business managers on ways to improve the process. Click here for more information.

eSeePcon - Stacey Barfield encouraged all business managers to go out and use the new eSeePcon tool. Check now to ensure that all of your employees are properly entered in the system with the correct position numbers and budgeted salary amount. This will help avoid problems when it is time to start the FY09 Budget process. A report that would list all employees that are paid by grants was requested to help with the roll and stop the use of invalid funds. Stacey will check into getting this report set up.

eSeeIDO – Linda Pizzo and Lisa Zoia gave an update on the online Inter-Departmental Order “IDO” process. This process will go live in October. It is currently being tested by a few targeted groups, mainly service departments. The tool is accessed through Self Service Banner under the Finance tab. An IDO less than $500 does not require approval from Financial Services or the MC Finance Office. Standing IDO’s can be set up similar to standing Purchase Orders. The new tool is very user friendly and an on-line tutorial will be available to assist users when the eSeeIDO goes live. For more information, please review the linked powerpoint presentation. ITS, Facilities and the Water Tower Inn will all use the new on-line IDO’s when this program goes live, instead of using Requisitions as they do now.

New meeting format – as suggested in the Business Managers survey, some of the monthly meetings will now have guests and topics at the end of the meeting that are optional, as they may only pertain to certain areas of the University. The meeting adjourned at 10:00 a.m. and after a brief break
to allow those that were not staying for the session to leave, Doug Leavell gave a presentation on effort reporting, walking participants through the eRS program. If anyone has questions concerning the effort reporting process, they can contact Dan Miller at 977-2504 or Doug Leavell at 977-2380.

Minutes respectfully submitted by Mary Drexl.
Summary of the Budget Roll Process and the effect on NBAJOBS Records

1. **Budget Process Begins**
   - Salary Planner Screens Open
   - Entries made in Salary Planner on Employee Job and Position – Proposed Salary Entered

2. Salary Planner screens closed.

   - Father Biondi and Budget office meets with Vice Presidents/Provost

4. Payroll process runs and employee is paid (most recent NBAJOBS rate inserted with SP)

5. Employee has a new FY job record(s) inserted and position is funded

6. Budget Roll process begins. EPAF's are applied via Salary Planner, loading the data from Salary Planner to NBAJOBS (employee job) and NBAPBUD (Position budget)

7. Budget Office updates Salary Planner with any modifications from the approved Salary Proposal book


9. Father Biondi and Budget office meets with Vice Presidents/Provost
Employee jobs record changes and their impact during and after the Budget Roll process:

**Budget Process Begins**

- Salary Planner screens open
- Entries made in Salary Planner on Employee Job and Position – Proposed Salary Entered

Salary Planner screens closed.


Salary Proposal book is approved, with any modifications noted in the book.

Father Biondi and Budget office meets with Vice Presidents/Provost.

Budget Office updates Salary Planner with any modifications from the approved Salary Proposal book.

**Budget Roll process begins.** EPAFs are applied via Salary Planner, loading the data from Salary Planner to NBAJOBS (employee job) and NBAPBUD (Position budget).

**Entries made in Salary Planner on Employee Job and Position – Proposed Salary Entered**

**Budget office prepares Salary Proposal book and balances.**

**Salary Planner screens closed.**

**Salary Proposal book is approved, with any modifications noted in the book.**

**Father Biondi and Budget office meets with Vice Presidents/Provost.**

**Budget Office updates Salary Planner with any modifications from the approved Salary Proposal book.**

**Two options:**

1. Work with the budget office to ensure a change, new hire, or rehire action is reflected in the Salary Planner and the Salary Proposal book given to Fr. Biondi. (Vice Presidents could be made aware and discuss with Father if the book has already gone to Fr.)

2. Submit a corrective EPAF after the budget process has been completed and after you have reviewed the employee job records for completeness/accuracy. Note: EPAFs that reflect a different salary than what was approved for the FY will require additional approvals and review by Vice Presidents/Provost and Fr. Biondi. There may be a delay in applying these to the system due to volume and required review/approval.

**EPAFs submitted with effective dates prior to the new fiscal year:**

- Changes to pay, grade, title, etc. that are not reflected in Salary Planner
- New hires or rehires to positions where the employee salary amount was zeroed out in Salary Planner

These changes will be *inserted* on the employee job record for the time prior to the FY begin date. However, the Salary Planner record (rate, FTE, title, etc.) will be *inserted after these records* and Banner will not realize you want it to ignore the SP record/information and use the changed information.

**EPAFs submitted after the roll process is completed:**

- Review employee NBAJOBS records to ensure accurate information appears on the record.
- Effective dates need to be after the date used for the Salary Planner record. Otherwise, the Salary Planner record can appear as the current record and overrides the EPAF change. Use the personnel date to show retroactive action.
- There is a significant increase in EPAF volume during the months of July, August and September. Delay in originating, submitting, and getting an EPAF approved may result in delayed payment or overpayments.
- Next year – actions that begin the first day of the fiscal year will be held until after the roll process is complete to prevent SP overrides of information.
eSeeIDO Implementation

Business Manager’s Meeting
September 13, 2007
<table>
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<tr>
<th>Completed</th>
<th>System Design</th>
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<tr>
<td>6/30</td>
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<tr>
<td>Completed</td>
<td>Initial Programming</td>
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<tr>
<td>7/1 – 8/15</td>
<td></td>
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<tr>
<td>Completed</td>
<td>B&amp;F Initial Review</td>
</tr>
<tr>
<td>August 15</td>
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<tr>
<td>Completed</td>
<td>Work with Service Depts.</td>
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<tr>
<td>8/13- 9/7</td>
<td>to outline processes and</td>
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<tr>
<td></td>
<td>requirements</td>
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### eSeeIDO Implementation Timeline

<table>
<thead>
<tr>
<th>Completed 8/23</th>
<th>Demo system to IDO Advisory Team for their review and feedback</th>
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<tr>
<td>Completed 9/6</td>
<td>Acceptance Testing</td>
</tr>
<tr>
<td>Beginning 9/17 for 2-4 weeks</td>
<td>Pilot system and training with Service Depts. and selected end users</td>
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<tr>
<td>October</td>
<td>Go Live!</td>
</tr>
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</table>
General Features/Policies

• Overriding policy for new system:
  Request → Approve → Complete
• The IDO System (eSeeIDO) is a SLU built module in Banner Self Service.
• Access to the system to create an IDO (make a service request) will be the same as Banner Requisitions with the same fund/org security
General Features/Policies

- **Approval** routing is the same as Banner Requisitions except IDOs less than $500 do not require Financial Services or MC Finance Office approval. The system automatically *encumbers* funds and discharges the encumbrance when the service is completed.
General Features/Policies

• The system features **Standing IDO’s** which can be used multiple times for the same service. Requestor may use the same IDO number until the approved amount is fully depleted.

• An online query is available for analysis and for **tracking** the status of IDO’s.
eSeeIDO - Request Entry

Service Type: Pick from list below
- EdTech AV Repairs/Install
- EdTech Instructional Media Support
- EdTech Lab Materials
- Facilities Services Keys and Locks
- Facilities Services Other Maint Srv
- ITS Classes
- ITS Computer Purchases
- ITS Network Services
- ITS Software Purchases
- ITS Telephone Adds/Moves/Changes
- Generic IDO

Standing IDO: □ Copy from IDO # (optional):

[ Salary P... ]
Development | UMG Budgeting Tools | eSeeIDO - Process an IDO | eSeeIDO - Query/Approval/Completion ]

RELEASE: SLU
eSeeIDO - Order Details

**IDO Number**: NEW-  
**IDO Status**: New  
**Service Type**: FS91048 - Keys and Locks

**Standing IDO**: N

**Transaction Date**: 12-SEP-07  
**Required Date**: 19-SEP-07

**Requestor Name**: Pizzo, Linda  
**Requestor Orgn**: D02B  
**Requestor Email**: LPIZZO  
**Requestor Phone**: 314-977-8904

**Your SLU Net ID**: LPIZZO

**Required Information:**

- Building Name
- Room Number
- # Units (Keys/Locks)

**Description of Service (required)**

Enter REQUIRED detailed description of service.

- Email this request to: HUNTERJ@SLU.EDU

**Expense Accounting Distribution**

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</table>

**IDO Total**: $0.00
eSeeIDO - Query/Approval/Completion

Choose appropriate value for each parameter then click Find

IDO Number : All Or enter the IDO you are looking for :  
By status : All  
By requestor : All  
From Date : 12-SEP-2006  
To Date : 31-DEC-2099
### eSeeIDO - Query/Approval/Completion

**Summary of parameters used to retrieve the following records:**
- IDO: All
- Requestor: All
- Status: All
- From Date: 12-SEP-2006
- To Date: 31-DEC-2099

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| Exit |
Questions/Comments?