eSeeIDO Quick Reference Guide

After logging in to **Self Service Banner**, click the **Finance** tab.

Click the **eSeeIDO – Process an IDO** link to begin or to continue creating an on-line IDO.

**OR**

Click the **eSeeIDO – Query/Approval/Completion** link to query or to take action on an IDO such as approve, cancel, or if you are the service provider, complete the IDO.

**How to Process an IDO:**

On the **eSeeIDO – Request Entry** screen:

Click the **IDO’s with pending status** drop down to select a document previously saved (and not yet submitted) or documents that have been disapproved and have not been re-submitted.

**OR**

Select from the **Service Type** drop down one of the predefined standard service types or Generic IDO. After selecting the service type, you have the option to click the **Standing IDO** box if applicable and/or enter an **IDO number** to copy from.

Click **Proceed** to continue.
How to Process an IDO (continued):

At the **eSeeIDO – Order Details** screen, proceed with entering the IDO order details. The **Order Details** screen will indicate the information required based on the service type selected. All service types require a description of the service.

For Generic eSeeIDO’s using travel account codes (739xxx), you must enter the Trip # as the first entry in the “Description of Service (required)” field.

Enter the **Expense Accounting Distribution** and **Amount(s)**. Press enter to validate the information and then click **Submit now**. The system assigns an IDO number and generates an e-mail notification to approvers.
How to Query, Approve or Complete an IDO:

The **Query/Approval/Completion** screen allows you to retrieve all documents you have access to or you may limit your query based on selection criteria. Click **Find** to view the query results.

The query results screen displays documents based on the parameters you selected and indicates the actions you may take for each document. The possible actions are **View, Approve, Reject, Cancel, Partial Complete** and **Complete**. Proceed by clicking the applicable action button.
How to Approve an IDO:
After clicking Approve from the query results screen...

The approver may change the Transaction and Required dates, the Required Information, the Description, the service provider, the dollar amount, and/or the Activity Code. Changes to any of these fields generate an automated e-mail message to the requestor.

Click **Validate** if you make changes to verify that any changes are accepted by the system and then click **Approve**. After the final approval, an encumbrance is posted in Banner Finance and an e-mail message is generated to the service provider.
How to Complete an IDO (Service Providers Only):
After clicking Complete or Partial (for Standing IDO’s) from the query results screen...

The service provider should enter a description (such as invoice details) at the **Recovery Charges Description** field. Enter the dollar amount(s), as appropriate, at the **Recovery Accounts** field.

![eSeeIDO - Approved Orders Processing](image)

Click **Validate** to verify that updates are accepted and then click **Partial** or **Complete** as appropriate. The associated encumbrance will liquidate, and a journal entry debiting the requesting fund(s) and crediting the service provider fund(s) will post to Banner.

![Recovery Charges Description](image)

![Recovery Accounts](image)