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.

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.

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.