Business and Finance Division
SAINT LOUIS UNIVERSITY

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.

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eSeeIDO - Order Details
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IDO Number : XR000591-0        IDO Status : Awaiting Approval
Service Type : IT20453 - ITS Computer Purchases
Standing IDO :    N
Transaction Date: 26-SEP-2007  Required Date:    03-OCT-2007
Requestor Name: Zoia,Lisa M    Requestor Orgn:  D010
Requestor Email: ZOIALM        Requestor Phone: 314-977-2394
Your SLU Net ID: KRUSEPA
Required Information:
Desktop Quantity   2           Laptop Quantity         0
Monitor Quantity   2           Delivery to Bldg Name  Salus Center
Delivery to Room # 523         Deliver to Name        Marsha McBride
Description of Service (required)
 SLU standard model.


Email this request to : MOORET@SLU.EDU
```

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.

Expense Accounting Distribution

Fund Code	Orgn Code	Acct Code	Actv Code	Amount
164999	D010	771027		1,900.00
		IDO Total :		$1,900.00

Approval History :

Queue ID	Queue Level	Approver	Status	Last Action Date
D010	30	ZOIALM	*Approval Pending	26-SEP-07
YFSV	90	DAVISLK	Approval Pending	26-SEP-07
YFSV	90	KRUSEPA	Approval Pending	26-SEP-07
YFSV	90	SCT_CHENG	Approval Pending	26-SEP-07
YFSV	90	ZOIALM	*Approval Pending	26-SEP-07

Validate
Undo ALL Changes
Approve   Reject
Cancel Order   Exit

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

IDO Num : XS000507   Seq Num : 0   Status : Approved
Service Type : EdTech AV Repairs/Install
Bypassed Approval : N
IDO Trans Date : 18-SEP-07   Required Date : 25-SEP-07
Requestor : ZOIALM   Service Provider/Contact : ZOIALM
IDO Amount : $1,000.00   IDO Balance Amount : $1,000.00

Service Description : Please repair ASAP

Service Requested   Repair   Requestor Name Marsha McBride
Requestor Phone # 977-2394

Expense Accounts :

Fund Code	Orgn Code	Account Code	Activity Code	Original Amt	Banner Enc Balance	eSeeIDO Balance	Debit
124502	D010	771006		$1,000.00	$1,000.00	$1,000.00	1,000.00

Recovery IDO Document # : XS000507   Sequence # : 1 Recovery Trans Date: 27-SEP-2007

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 (optional)

Enter REQUIRED detailed description of service.

Recovery Accounts (Enter a new amount if applicable) :

Fund Code	Orgn Code	Account Code	Activity Code	Credit
164306	Z602	920000		.00
164306	Z602	920700		.00
164313	Z602	920000		.00
164313	Z602	920700		.00
164999	D010	920000		.00

Charge expense accounts proportionally by percentage : ☐

Validate   Partial   Complete

Exit