Business and Finance Division

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.

| Personal Information Alumni and Friends Student Resources & Financial Services Employee Finance | Budget Management | | |
|--|---|---------------------------|------|
| Search Go | SITE MAP | HELP | EXIT |
| eSeeIDO - Request Entry | | | |
| IDO's with pending status : Select one of the incomplete IDO's here | • | | |
| OR process with the following | | | |
| Service Type: Pick from list below Standing IDO : Copy from IDO # (op | otional): | | |
| Proceed Exit | | | |
| [Operating Ledger Query General Ledger Query Fund Balance Query Encumbrance Qu Attributes Approve Documents eSeeIDO - Process an IDO eSeeIDO - Query/Ap RELEASE: SLU DEVELOPED - 1.0 - JULY, 2006 | ery View Documer proval/Completion powered by SUHGARD HIGH | nt Vie] ER EDUCA | |

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.

| Pick from list below | Ŧ |
|-------------------------------------|---|
| Machine Shop Name Badges | * |
| Machine Shop Repairs | |
| Machine Shop Signs | |
| Marketing & Communications Services | |
| Microbiology Flow Cytometer Facil | |
| Microbiology Hybridoma Devel Facil | |
| Microbiology Microarray Facility | |
| Water Tower Inn-Employee Moving Exp | |
| Water Tower Inn-Fac/Staff Recruit | |
| Water Tower Inn-Other | |
| Generic IDO | • |

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.

| eSeeIDO - Order D | etails |
|--|--|
| IDO Number : T0000668-0 Service Type : IT20453 - IT ; | IDO Status : Pending S 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: ZOIALM | |
| Required Information: | |
| Desktop Quantity 2 | Laptop Quantity 🛛 🛛 🖉 |
| Monitor Quantity 2 | Delivery to Bldg Name Salus Center |
| Delivery to Room # 523 | Deliver to Name Marsha McBride |
| Description of Service (re- | quired) |
| SLU standard model. | × |
| Email this request to : Moc | RET@SLU.EDU |

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.

| Expense A | ccounting [| Distributio | n | |
|--|-------------|-------------|-----------|------------|
| Fund Code | Orgn Code | Acct Code | Actv Code | Amount |
| 164999 | D010 | 771027 | | 1,900.00 |
| | | | | |
| | | | | |
| | | | | |
| | | IDO Total : | | \$1,900.00 |
| Save for lat Submit now Remove Exit | er | | | |

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.

| Personal Information Alumni and Friends Stu | dent Resources & Financial Services | Employee Finance | Budget Management | |
|---|---|--|--|-------------------------------------|
| Search Go | | | SITE MAP | HELP EX |
| eSeeIDO - Query/Approval/ | /Completion | | | |
| Choose appropriate value for each parameter to exped | eter then click Find lite the retrieval process* | | | |
| Enter the IDO you are looking for : | (Enter document number us | ing upper case letters) |) | |
| By Status : Awaiting Approval I (Change S All documents you may approve : | Status to ALL if you do not kr | now the status of th | ne document) | |
| By Requestor/Provider : | (Enter SLU Ne | at ID, upper case, e | xcluding @slu.edu e | extension |
| From Date : 01-JUL-2007 To Date : 3 | 31-DEC-2099 | | | |
| [Operating Ledger Query General Led Attributes Approve Documents eS Query/Approval/Comp RELEASE: SLU DEVELOPED - 1.0 - JULY, 20 | lger Query Fund Balance Que leeIDO - Process an IDO eSe letion <mark>eSeePay</mark> - Online DPV 006 | ry Encumbrance Q 3IDO - Display ALL I eSeePay - Online S | uery View Documer DO's by Status eSe tatus Query] powered by SUNGARD HIGH | nt View 2IDO - ER EDUCATION |

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.

| eSeel | ID | O - Query/Ap | prova | al/Com | pletion | | | | | |
|-------------------|-------------|---------------------------------------|----------------------|------------------------|-----------------------------|-------------------------|--------------------------|--------------|------------|--------------|
| Summa IDO : XF | ry (ROO | of parameters use 0591 Requestor : | ed to ret ALL Sta | rieve the tus : Awa | e following aiting Appro | records: Ival From I | Date:01-JU | UL-2007 To | Date : 31- | DEC-2099 |
| IDO Num | sQ | Requestor / Provider ID | Service Type | Amount | Status | Required Date | Last C Action Date | Options Avai | lable | |
| XR000591 | 0 | ZOIALM | IT20453 | 1,900.00 | Awaiting Appro∨al | 03-OCT-07 | 26-SEP-07 | View Appro | ove Reject | Cancel Order |
| E×it | | • | | | | | | | | |

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.

| eSeeIDO - Order Details | |
|--|---------------------------------|
| IDO Number : XR000591-0 IDO Status Service Type : IT20453 - ITS Computer Pur | s : Awaiting Approval chases |
| Transaction Date: 26-SEP-2007 Required Date | 13-OCT-2007 |
| Requestor Name: Zoia,Lisa M Requestor Or Requestor Email: ZOIALM Requestor Ph Your SLU Net ID: KRUSEPA | gn: D010 one: 314-977-2394 |
| Required Information: | |
| Desktop Quantity 2 Lapto | p Quantity o |
| Monitor Quantity 2 Deliv | ery to Bldg Name Salus Center |
| Delivery to Room # 523 Deliv | er to Name Marsha McBride |
| Description of Service (required) | |
| SLU standard model. | |

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 | Distributi | on | | | |
|-----------|------------|-------------|------|---------|------------|------------------|
| Fund Code | Orgn Code | Acct Code | Actv | / Code | Amour | nt |
| 164999 | D010 | 771027 | | | 1,900.0 | 0 |
| | | IDO Total : | | | \$1,900.0 | 0 |
| Approval | History : | | | | | 1 |
| Queue ID | Queue Lev | el Approve | r | Status | | Last Action Date |
| D010 | 30 | ZOIALM | | *Approv | al Pending | 26-SEP-07 |
| YFSV | 90 | DAVISLK | (| Approva | l Pending | 26-SEP-07 |
| YFSV | 90 | KRUSEP | 4 | Approva | l Pending | 26-SEP-07 |
| YFSV | 90 | SCT_CH | ENG | Approva | l Pending | 26-SEP-07 |
| YFSV | 90 | ZOIALM | | *Approv | al Pending | 26-SEP-07 |
| Validate | | | | | | |
| Undo AL | L Changes | | | | | |
| Approve | Reject | | | | | |
| Cancel Or | der 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.

| 000507 | | Seq Num : | 0 | Status : Appro | oved | |
|------------------------|---|---|---|--|---|---|
| : EdTech A | W Repairs/Insta | all | | | | |
| proval : N | | | | | | |
| te : 18-SE | P-07 | Required D | ate : 25-SEP-07 | | | |
| OIALM | | Service Pro | vider/Contact : ZO | IALM | | |
| \$1,000.0 | 0 | IDO Balanc | e Amount : \$1,000. | 00 | | |
| iption : Ple | ease repair ASA | P | | | | |
| ested Rep one # 977 | oair Reques 7-2394 | tor Name Mar | sha McBride | | | |
| unts : | | | | | | |
| gn Code / | Account Code | Activity Code | Original Amt Banne | er Enc Balance eSe | eIDO Balance | Debit |
| 10 7 | 771006 | | \$1,000.00 | \$1,000.00 | \$1,000.00 | 1,000.00 |
| | : EdTech A proval : N te : 18-SE :OIALM : \$1,000.0 iption : Pla ested Rep ione # 977 punts : rgn Code / 10 7 | : EdTech AV Repairs/Insta proval : N te : 18-SEP-07 :OIALM : \$1,000.00 iption : Please repair ASA ested Repair Reques ione # 977-2394 punts : rgn Code Account Code 010 771006 | : EdTech AV Repairs/Install proval : N te : 18-SEP-07 Required D :OIALM Service Pro : \$1,000.00 IDO Balance iption : Please repair ASAP ested Repair Requestor Name Mar ione # 977-2394 Punts : rgn Code Account Code Activity Code pl0 771006 | : EdTech AV Repairs/Install proval : N te : 18-SEP-07 Required Date : 25-SEP-07 CIOLLM Service Provider/Contact : 20 : \$1,000.00 IDO Balance Amount : \$1,000. iption : Please repair ASAP ested Repair Requestor Name Marsha McBride ione # 977-2394 punts : rgn Code Account Code Activity Code Original Amt Banne 10 771006 \$1,000.00 | : EdTech AV Repairs/Install proval : N te : 18-SEP-07 Required Date : 25-SEP-07 COLLM Service Provider/Contact : ZOIALM : \$1,000.00 IDO Balance Amount : \$1,000.00 iption : Please repair ASAP ested Repair Requestor Name Marsha McBride ione # 977-2394 punts : pgn Code Account Code Activity Code Original Amt Banner Enc Balance ese 10 771006 \$1,000.00 \$1,000.00 | : EdTech AV Repairs/Install proval : N te : 18-SEP-07 Required Date : 25-SEP-07 CIDALM Service Provider/Contact : ZOIALM : \$1,000.00 IDO Balance Amount : \$1,000.00 iption : Please repair ASAP ested Repair Requestor Name Marsha McBride ione # 977-2394 Points : Egn Code Account Code Activity Code Original Amt Banner Enc Balance eSeeIDO Balance 10 771006 \$1,000.00 \$1,000.00 |

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 REQU | JIRED det | tailed description of service | |
| | | | |
| Recovery | Accour | nts (Enter a new amou | unt if applicable) : |
| Fund Code | e Orgn Co | ode Account Code Activit | y Code Credit |
| 164306 | Z602 | 920000 | .00 |
| 164306 | Z602 | 920700 | .00 |
| 164313 | Z602 | 920000 | .00 |
| 164313 | Z602 | 920700 | .00 |
| 164999 | D010 | 920000 | .00 |
| Charge ex | pense ac | counts proportionally by | / percentage : 🗆 |
| Validate | Partial | Complete | |
| Exit | | | |
| | | | |