

# **Inter-Departmental Order (eSeeIDO) Manual**

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# Overview

- Overriding policy for new system:

Request → Approve → Complete

- The IDO System (eSeeIDO) is a **Saint Louis University** designed feature in Banner Finance Self Service:  
<https://myslu.slu.edu/>
- **Access** to the eSeeIDO system is granted to authorized Banner Finance users. Users may enter IDO requests against funds/orgs that agree with their Banner Finance security.
- **Approval** routing is the same as purchase requisitions, except that IDOs less than \$500 do not require Commitment Office approval.
- The system automatically **encumbers** funds after all approvals are recorded; and liquidates the encumbrance when the service is completed.
- The system features **Standing IDO's** which may be used multiple times for the same service type. Requestors may use the same IDO number until the approved amount is fully depleted. There is no option to increase the limit of a standing IDO. The user must prepare a new order.
- On-line query is available for **tracking** the status of IDO's. All information is maintained within the eSeeIDO system.

# Creating an IDO - Request Entry Screen

Users begin the request entry process at the eSeeIDO – Request Entry screen.

1. After logging in to Banner Self Service, click the Finance tab. Then click the eSeeIDO – Process an IDO link.
2. **IDO's with pending status:** Click the drop down to select from a list of documents that the requestor previously saved (and has not yet submitted) or for documents that have been disapproved and have not been re-submitted. **This option will display only if the user has pending documents.**

eSeeIDO document numbers are eight-characters and assigned as follows:

T#####: Temporary document number assigned when user starts a new request  
XR#####: Regular IDO Request (eight characters)  
XS#####: Standing IDO Request (eight characters)

3. **Service Type:** Choose one of the predefined standard service types or Generic IDO. The service type determines what information you must provide in order to complete the IDO. For services not defined, you may select "generic" IDO service request.

4. **Standing IDO:** Users have the option of clicking the Standing IDO box to establish a standing order for a particular service type or a generic order.

By default, IDO's are created as regular IDO's. The requestor must click the Standing IDO box to create a Standing IDO. Standing IDO's have the prefix "XS".

Regular and Standing IDO's are entered and approved the same way.

A Regular IDO is closed as soon as the service is completed. The service provider may charge an amount greater than the approved order amount. There is a field in which the service provider may enter a description or explanation of the services, reason for difference in amount, etc. The requestor and service provider also have the option of forwarding any documentation to the Controller's Office for scanning into Xtender.

In case of a Standing IDO, the service department "partially" completes the IDO for each service request filled. As long as there is a balance in the IDO, the requestor may quote the IDO number for repeating service of the same kind. The system maintains the cumulative usage of the IDO. When the standing IDO balance is near zero, the service department uses the last service request to close the IDO. The final amount may exceed the current balance. Again, there is a field in which the service provider may enter a description or explanation of the charges as each partial order is filled.

There is no option to increase the limit of a standing IDO. The user must prepare a new order.

Not all service providers accept standing IDO orders. See Appendix A for the list of standard service providers.

5. **Copy from IDO#:** Users may copy eSeeIDO's, both "T" and "X" documents (including canceled documents); the requestor **must enter the IDO number as upper case.**

When copying, the requestor must choose a Service Type. In addition, the requestor must also check the Standing IDO box, if a standing order is desired.

6. Click **Proceed** to continue.

# Creating an IDO - Order Details Screen

**eSeeIDO - Order Details**

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**IDO Number :** T0000668-0      **IDO Status :** Pending  
**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:** ZOIALM

**Required Information:**  
 Desktop Quantity     Laptop Quantity   
 Monitor Quantity     Delivery to Bldg Name   
 Delivery to Room #     Deliver to Name

**Description of Service (required)**

Email this request to :

**Expense Accounting Distribution**

Fund Code	Orgn Code	Acct Code	Actv Code	Amount
<input type="text" value="164999"/>	<input type="text" value="D010"/>	<input type="text" value="771027"/>	<input type="text"/>	1,900.00
<input type="text"/>			<input type="text"/>	<input type="text"/>
<input type="text"/>			<input type="text"/>	<input type="text"/>
<input type="text"/>			<input type="text"/>	<input type="text"/>
<b>IDO Total :</b>				\$1,900.00

Proceed with entering the IDO order details.

- IDO Number:** System displays NEW until the requestor presses enter in a data enterable field or clicks the **Save for later** button (system assigns "T" number), or **Submit now** button (system assigns "X" number).

The "T" number is temporary and no information posts to Banner. It will be converted to an "X" number when submitted.

The encumbrance and actual transactions (multiple for standing orders) associated with a specific request post to Banner with the same "X" reference number.

- IDO Status:** System displays NEW until requestor presses enter in data enterable field or clicks **Save for later** button (status changes to Pending) or **Submit now** button (status changes to Awaiting Approval); see Appendix B for status definitions.

- Service Type:** Displays service type selected by the user at the "Request Entry" screen.

4. **Standing IDO:** Based on user checking the box at the "Request Entry" screen.
5. **Transaction Date:** Defaults to the current date and should not be changed unless the user is creating a new fiscal year requisition.

To create a new fiscal year requisition in the old fiscal year, change the **Trans Date** to 01-JUL-200 $n$  ( $n$  = new fiscal year).

6. **Required Date:** This is the date the service is needed and defaults to the current date. The date may be overridden; if changed, it must be equal to or greater than current date. The requestor should follow up with the service provider to verify that the date is reasonable.
7. **Requestor Name, Orgn, Email, Phone, Your SLU Net ID:** Defaults from the user's Banner security record.
8. **Required Information:** The service type selected by the requestor determines the required fields (maximum of six required fields with 50 characters available for text). The fields validate the following:

**Date:** Requestor must enter the date in the following format: DD-**MMM**-YYYY or DD-Full Spelling of Month-YYYY (for example, 26-Sep-2007 or 26-September-2007).

**Number/Quantity:** Requestor must enter a number.

**Characters:** Requestor may enter any combination of numbers, letters, or symbols.

For generic IDO's, enter the order details at the **Description of Service** field.

For **standing orders**, the user may enter "0's" (zeroes).

9. **Description of Service (required):** This field is required for all orders.
10. **Email this request to:** Indicates the Banner Finance user who will be notified after the document has completed approvals.

**Standard requests:** The list of usernames is based on the service type selected. An automated e-mail is sent to the username displayed on the screen or the username selected from the drop down by the requestor; all users listed on drop down may view and/or take action on the order.

**Generic requests:** Requestors must enter a valid SLU username (excluding the slu.edu extension). An automated e-mail message is sent the username identified by the requestor. This is the only person who may take action on the order.

11. **Expense Accounting Distribution:** See next
12. **Fund Code:** There is no limit to number of debit fund numbers; the screen always displays three blank rows. The fund codes must be active and not terminated, and the requestor must have fund/org security to the fund(s)/org(s). A red box displays around invalid fund codes when the requestor presses **Enter** or clicks **Save for later** or **Submit now** buttons.
13. **Orgn Code:** Defaults to the org associated with the fund and cannot be changed.
14. **Account Code:** Defaults from the service type and cannot be changed. For generic IDO's the requestor must enter the account code. See Appendix D for a list of valid generic account codes.

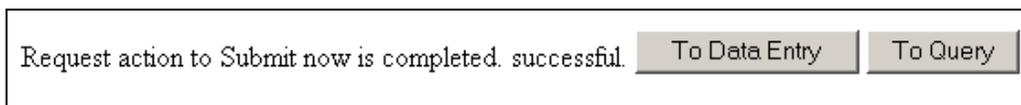
15. **Actv Code:** The activity code(s) must be active and not terminated.
16. **Amount:** Determines approval queue(s); approvals based on each FOAPAL amount and not IDO total amount; if service department charges an amount not equal to the ordered amount, cost is distributed to multiple FOAPAL's explicitly (i.e., entered manually by service department administrator) or allocated by same percentage as originally submitted (service department administrator checks % distribution box).
17. **IDO Total Amount:** Sum of Amounts entered on each accounting line; system does not calculate quantity and unit costs in Required Information fields.
18. Press enter before clicking **Save for later** or **Submit now** or **Remove** or **Exit**. The system will validate your information and alert you of any errors that must be corrected before proceeding.

**Save for later:** System assigns T# and Pending status; no entries are posted to Banner. Click Exit to return to the Request Entry screen.

**Submit now:** System assigns X# and generates e-mail notification to approvers. Click OK to proceed.



Users may then return to the Request Entry screen or proceed to the Query/Approval/Completion screen.



**Remove:** Deletes document and document history; users may only remove a pending IDO. (User may need to click **Remove** twice.)

Users may then return to the Request Entry screen or proceed to the Query/Approval/Completion screen.

**Exit:** Brings the requestor back to Request Entry screen; if the requestor enters data and then clicks Exit, the system does not save the information; the user must press enter in any data enterable field to save the data (or click **Save for later**).

# Approving an IDO

The eSeeIDO – Query/Approval/Completion screen displays all documents that the user may access. Users may access documents that they initiated, that they have fund/org security to view, or that they may complete as one of the identified service providers (or the single provider for Generic orders).

1. After logging in to Self Service Banner, click the Finance tab. Then click the eSeeIDO – Query/Approval/Completion link.
2. Approvers may click **Find** at the bottom of the screen to view a list of documents awaiting approval. Or users may query based on the following:

**Enter the IDO you are looking for:** Enter the eight-character IDO number using upper case.

**By Status:** The default status is **Awaiting Approval**. See **Appendix B** for a description of each status.

**All documents you may approve:** Check this box to view a list of all documents that agree with your fund/org security, and that are in awaiting approval status.

**By Requestor/Provider:** Enter the user’s SLU Net ID, upper case, excluding the @slu.edu extension. If one person initiates the request and another person submits the document, the Requestor Name and associated information changes to the person who submitted the document.

**From Date/To Date:** Change the default dates as necessary to view documents within a particular date range. This is the document Transaction Date.

3. Click **Find** to view the query results.

## Query/Approval/Completion

eSeeIDO - Query/Approval/Completion

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Summary of parameters used to retrieve the following records:  
 IDO : XR000591 Requestor : ALL Status : Awaiting Approval From Date : 01-JUL-2007 To Date : 31-DEC-2099

IDO Num	SQ Requestor / Provider ID	Service Type	Amount	Status	Required Date	Last Options Available Action Date					
XR000591	0	ZOIALM	IT20453	1,900.00	Awaiting Approval	03-OCT-07	26-SEP-07	View	Approve	Reject	Cancel Order

Exit

- Click **View** from the Query/Approval/Completion screen to query the document with no updating allowed:

eSeeIDO - Query/Approval/Completion

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IDO Num : XR000591                      Seq Num : 0                      Status : Awaiting Approval  
 Service Type : ITS Computer Purchases  
 Bypassed Approval : N  
 IDO Trans Date : 26-SEP-07                      Required Date : 03-OCT-07  
 Requestor : ZOIALM                      Service Provider/Contact : MOORET  
 IDO Amount : \$1,900.00                      IDO Balance Amount : \$1,900.00  
 Service Description : SLU standard model.  
 Desktop Quantity 2    Laptop Quantity                      0  
 Monitor Quantity 2    Delivery to Bldg Name                      Salus Center  
 Delivery to Room # 523    Deliver to Name                      Marsha McBride  
 Expense Accounts :

Fund Code	Orgn Code	Account Code	Activity Code	Original Amt	Banner Enc	Balance	eSeeIDO Balance
164999	D010	771027		\$1,900.00			\$1,900.00

Recovery History :

Seq Num	Fund Code	Orgn Code	Account Code	Activity Code	Transaction Amt	Transaction Description

Approval History :

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

Exit

- Or click **Approve** from the Query/Approval/Completion screen to modify, approve, reject, or cancel the document.

## Order Details

### 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     Laptop Quantity   
 Monitor Quantity     Delivery to Bldg Name   
 Delivery to Room #     Deliver to Name

**Description of Service (required)**

SLU standard model.

Email this request to :

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**Expense Accounting Distribution**

Fund Code	Orgn Code	Acct Code	Actv Code	Amount
164999	D010	771027	<input type="text"/>	1,900.00
<b>IDO Total :</b>				\$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

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.

**Validate:** Click validate if you make changes to verify that any changes are accepted by the system.

**Undo ALL Changes:** Click to undo the updates that the approver has just made.

**Approve:** Click to approve the request. The following message displays to inform the final approver that an encumbrance will be generated in Banner Finance (and may be viewed at INB form FGIENCD or SSB Encumbrance Query):



This action generates a one-time e-mail message to the service provider indicated in the **Email this request to** field:



**Reject:** Click to disapprove the request.

**Note:** Before clicking **Reject**, enter a reason into the Description of Service field and enter your name and date. This will provide valuable information to the requestor.



**Cancel Order:** Click to cancel order. No further action is allowed after canceling an IDO Request. Click Exit to return to the Request Entry screen.

<b>IDO Number :</b> XR000564-0	<b>IDO Status :</b> Cancelled
<b>Service Type :</b> CM96206 - Comparative Medicine	

**Exit:** Click to return to the Request Entry screen.

# Completing an IDO – Service Providers Only

The eSeeIDO – Query/Approval/Completion screen displays all documents that the user may access. Users may access documents that they initiated, that they have fund/org security to view, or that they may complete as one of the identified service providers (or the single provider for Generic orders).

1. After logging in to Self Service Banner, click the Finance tab. Then click the eSeeIDO – Query/Approval/Completion link.
2. Service providers may click **Find** at the bottom of the screen to view a list of all documents, regardless of status, that they may access. Or users may query based on the following:

**Enter the IDO you are looking for:** Enter the eight-character IDO number using upper case.

**By Status:** Click the drop down and select **Approved**. See **Appendix B** for a description of each status.

Please note that the Approved selection displays all documents that you may access, that are in approved status. All documents may not currently require action.

**By Requestor/Provider:** Click the drop down to select from a list of usernames. Displays documents requested or submitted by a particular user, and documents completed or partially completed by that user (if applicable).

**From Date/To Date:** Change the default dates as necessary to view documents within a particular date range. This is the document Transaction Date.

3. Click **Find** to view the query results.

## Query/Approval/Completion

eSeeIDO - Query/Approval/Completion

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Summary of parameters used to retrieve the following records:  
 IDO : XS000507 Requestor : ALL Status : Approved From Date : 01-JUL-2007 To Date : 31-DEC-2099

IDO Num	SQ Requestor / Provider ID	Service Type	Amount	Status	Required Date	Last Action Date	Options Available
XS000507 0	ZOIALM	IT93906	1,000.00	Approved	25-SEP-07	18-SEP-07	View Partial Complete Cancel Order

Exit

- Click **View** from the Query/Approval/Completion screen to query the document with no updating allowed:

eSeeIDO - Query/Approval/Completion

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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
124502	D010	771006		\$1,000.00		\$1,000.00	\$1,000.00

Recovery History :

Seq Num	Fund Code	Orgn Code	Account Code	Activity Code	Transction Amt	Transction Description
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Approval History :

Queue ID	Queue Level	Approver	Status	Last Action Date
D010	30	ZOIALM	*Approved	18-SEP-07
YFSV	90	DAVISLK	Approved	18-SEP-07
YFSV	90	KRUSEPA	Approved	18-SEP-07
YFSV	90	SCT_CHENG	Approved	18-SEP-07
YFSV	90	ZOIALM	*Approved	18-SEP-07

Exit

- From the Query/Approval/Completion screen, click **Partial** to partially complete a standing order, or **Complete** to complete a regular order or the last transaction for a standing order.

## Approved Orders Processing

### eSeeIDO - Approved Orders Processing

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**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

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**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 :**

6. The service provider should enter a description at the **Recovery Charges Description** field. This may eliminate the need to generate a paper invoice. If a paper invoice is required, indicate the "X" document number in the upper right corner and forward to CPC-Financial Commitment for scanning/indexing, or forward a .pdf file to [financial\\_commitment@slu.edu](mailto:financial_commitment@slu.edu).
7. Enter the dollar amount(s), as appropriate, at the **Recovery Accounts** field.
8. Click **Charge expense accounts proportionally by percentage** box to allocate charge to debit fund(s). If there are multiple debit funds, this will allocate the charge proportionally to each fund. The requestor must provide specific instructions in the **Service Description** field if this is not the case.
9. Click **Validate** to verify that updates are accepted. If there are errors, the system will display alert box(es). Click OK to continue and correct errors.
10. Click **Partial** to partially complete order (this option is only available for standing orders).

The following message displays to inform the user that the associated encumbrance will be liquidated for the amount of this transaction:



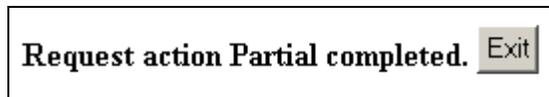
The next message indicates that a journal entry debiting the requesting department fund(s) and crediting the service provider fund(s) will be posted in Banner Finance:



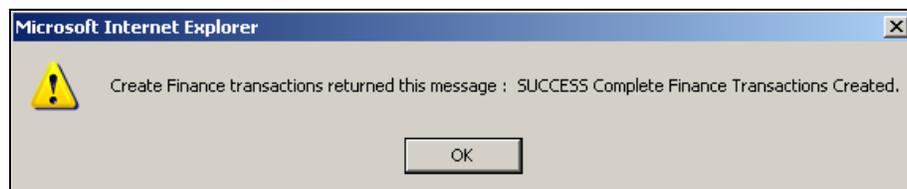
This action also generates a one-time only e-mail notification message to the requestor.



Click **Exit** to return to the Query/Approval/Completion screen.



11. Or click **Complete** to complete a regular order or to finalize a standing order.



The associated encumbrance will be liquidated to zero and a journal entry debiting the requesting fund(s) and crediting the service provider fund(s) will be posted in Banner Finance. An automated e-mail message will also be generated to the requestor.

# Querying an IDO

The eSeeIDO – Query/Approval/Completion screen displays all documents that the user may access. Users may access documents that they initiated, that they have fund/org security to view, or that they may complete as one of the identified service providers (or the single provider for Generic orders).

1. After logging in to Self Service Banner, click the Finance tab. Then click the eSeeIDO – Query/Approval/Completion link.
2. In this example, we entered the document number at the **Enter the IDO you are looking for** field and then clicked **Find**:

IDO Num	SQ	Requestor / Provider ID	Service Type	Amount	Status	Required Date	Last Action Date	Options Available
XS000521	2	ZOIALM			Partial	01-OCT-07	01-OCT-07	View
XS000521	1	ZOIALM			Partial	01-OCT-07	01-OCT-07	View
XS000521	3	ZOIALM			Completed	01-OCT-07	01-OCT-07	View
XS000521	0	ZOIALM	IT93906	10,000.00	Completed	08-OCT-07	01-OCT-07	View

The screen displays the IDO Number and the SQ (Sequence #) associated with each transaction. Click View at **Sequence #0** to see a summary of all activity associated with this IDO. Click one of the specific sequence numbers to see only that specific transaction.

In the following example, we clicked **View** for Sequence #0.

## Query/Approval/Completion

**eSeeIDO - Query/Approval/Completion**

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**IDO Num :** XS000521                      **Seq Num :** 0                      **Status :** Completed  
**Service Type :** EdTech AV Repairs/Install  
**Bypassed Approval :** N  
**IDO Trans Date :** 01-OCT-07                      **Required Date :** 08-OCT-07  
**Requestor :** ZOIALM                      **Service Provider/Contact :** ZOIALM  
**IDO Amount :** \$10,000.00                      **IDO Balance Amount :** \$10,000.00  
**Service Description :** ASAP  
**Service Requested :** Repair the scanner    **Requestor Name :** Marsha McBride  
**Requestor Phone # :** 977-2383

**Expense Accounts :**

Fund Code	Orgn Code	Account Code	Activity Code	Original Amt	Banner Enc Balance	eSeeIDO Balance
124502	D010	771006		\$10,000.00		-\$500.00

**Recovery History :**

Seq Num	Fund Code	Orgn Code	Account Code	Activity Code	Transaction Amt	Transaction Description
3	164999	D010	920000		\$1,000.00	Complete
2	164999	D010	920000		\$7,500.00	
1	164999	D010	920000		\$2,000.00	

**Approval History :**

Queue ID	Queue Level	Approver	Status	Last Action Date
D010	40	HANEYGK	Approved	01-OCT-07
D010	40	TMEADOWS	Approved	01-OCT-07
D010	40	ZOIALM	*Approved	01-OCT-07
YFSV	90	DCUSTOVI	Approved	01-OCT-07
YFSV	90	KRUSEPA	Approved	01-OCT-07

**Exit**

The screen displays the IDO Number, Sequence Number, Status, Service Type, Dates, Requestor, Service Provider, Amount, and Description.

**Expense Accounting Distribution:** Expense fund number(s), organization(s), and account code(s) are displayed. In addition, the screen displays the Original Encumbrance Amount, the Banner Encumbrance Balance (zero in this example because the order is completed), and the eSeeIDO Balance (-\$500 because the total of the three transactions is \$10,500).

**Recovery History:** In this example, the service department filled three requests. The transaction description entered by the service provider appears in the right column.

**Approval History:** Displays the approvals for the original service request. The "\*" will indicate the username of the person who actually approved the request.

3. Click **Exit** to return to the Query/Approval/Completion screen.

# Canceling an IDO

Personal Information Alumni and Friends Student Resources & Financial Services Employee **Finance** Budget Management

Search  Go SITE MAP HELP EXIT

## eSeeIDO - Query/Approval/Completion

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Choose appropriate value for each parameter then click Find  
**\*Please enter a query parameter to expedite the retrieval process\***

Enter the IDO you are looking for :  (Enter document number using upper case letters)

By Status :  (Change Status to ALL if you do not know the status of the document)  
All documents you may approve :

By Requestor/Provider :  (Enter SLU Net ID, upper case, excluding @slu.edu extension)

From Date :  To Date :

[ [Operating Ledger Query](#) | [General Ledger Query](#) | [Fund Balance Query](#) | [Encumbrance Query](#) | [View Document](#) | [View Attributes](#) | [Approve Documents](#) | [eSeeIDO - Process an IDO](#) | [eSeeIDO - Display ALL IDO's by Status](#) | [eSeeIDO - Query/Approval/Completion](#) | [eSeePay - Online DPV](#) | [eSeePay - Online Status Query](#) ]

RELEASE: SLU DEVELOPED - 1.0 - JULY, 2006 powered by SUNGARD HIGHER EDUCATION

The eSeeIDO – Query/Approval/Completion screen displays all documents that the user may access. Users may access documents that they initiated, that they have fund/org security to view, or that they may complete as one of the identified service providers (or the single provider for Generic orders).

1. After logging in to Self Service Banner, click the Finance tab. Then click the eSeeIDO – Query/Approval/Completion link.
2. In this example, we entered the document number at the **Enter the IDO you are looking for** field and then clicked **Find**:

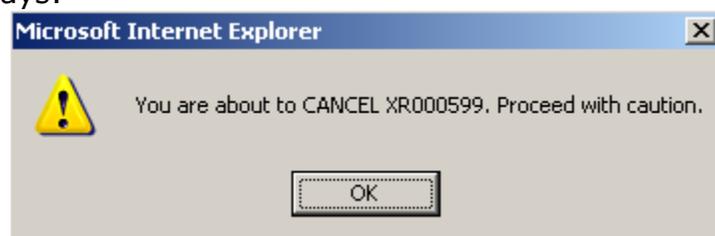
## eSeeIDO - Query/Approval/Completion

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Summary of parameters used to retrieve the following records:  
IDO : XR000599 Requestor : ALL Status : All From Date : 01-JUL-2007 To Date : 31-DEC-2009

IDO Num	SQ	Requestor / Provider ID	Service Type	Amount	Status	Required Date	Last Action Date	Options Available
XR000599	0	ZOIALM	IT93906	10,000.00	Approved	08-OCT-07	01-OCT-07	View Complete Cancel Order

3. Click **View** to verify that this is the document to be canceled.
4. Click the **Back** button to return to the eSeeIDO – Query/Approval/Completion screen.
5. Click **Cancel Order** to cancel the order and liquidate any remaining encumbrance to zero. The following alert box displays:



6. Click **OK** to proceed.

7. Scroll to the bottom of the screen and click **Cancel Order**:

eSeeIDO - Approved Orders Processing

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IDO Num : XR000599                      Seq Num : 0                      Status : Approved  
Service Type : EdTech AV Repairs/Install  
Bypassed Approval : N  
IDO Trans Date : 01-OCT-07                      Required Date : 08-OCT-07  
Requestor : ZOIALM                      Service Provider/Contact : ZOIALM  
IDO Amount : \$10,000.00                      IDO Balance Amount : \$10,000.00  
Service Description : ASAP  
Service Requested : Repair the scanner    Requestor Name : Marsha McBride  
Requestor Phone # : 977-2383

Expense Accounts :

Fund Code	Orgn Code	Account Code	Activity Code	Original Amt	Banner Enc Balance	eSeeIDO Balance	Debit
124502	D010	771006		\$10,000.00	\$10,000.00	\$10,000.00	10,000.00

Recovery IDO Document # : XR000599    Sequence # : 1    Recovery Trans Date: 01-OCT-2007

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 :

Cancel Order

Exit

In this example, the service provider is canceling the request. Canceling an IDO may be done in status of **Awaiting Approval** (by approver), **Approved** (by requestor, approver, or service provider), or **Partial** (by requestor, approver, or service provider).

8. Click **OK** to the alert boxes indicating that your request has been sent to Banner Finance and that the cancel order transactions have been created.

9. Click **Exit** to return to the Query/Approval/Completion screen

# Viewing Xtender Documents

Users may view scanned/indexed eSeeIDO documents in Xtender. At the eSeeIDO-Query/Approval/Completion results screen, click the appropriate "XR" or "XS" document number. The Xtender login screen will display. After signing into Xtender, enter the document number at the Document ID field and then click Submit. Or, go to Xtender from the mySLU (gateway.slu.edu) Tools tab and proceed with signing in and querying the document.

# Appendix A: Standard Service Providers

<b>Service Type</b>
BSC Mail Services – Postage/Shipping
Biochemistry Electronic Shop
CWHM-Chemistry
CWHM-In Vitro Assays/Screening
CWHM-In Vivo Models
CWHM-Mass Spectrometry
Chaifetz Events
Comparative Medicine
Distribution Services-Moves/Other
EdTech AV Repair/Install
EdTech Instructional Media Support
EdTech Lab Materials
Environmental Safety
Facilities Mgmt Keys and Locks
Facilities Mgmt Other (not Moves)
HR Employment-Advertising
HR POD-Training
IRB
ITS Classes
ITS Computer Purchases
ITS Network Services
ITS Other Services
ITS Software Purchases
ITS Telephone Adds/Moves/Changes
Machine Shop Custom Work Machining
Machine Shop Signs
Marketing and Communications Services
Microbiology Flow Cytometer Facility
Microbiology Hybridoma Development Facility
Microbiology Microarray Facility
Parking & Card Services Billiken Bucks Copy Card
Parking & Card Services Billiken Bucks Student Financial Aid
Parking & Card Services Coupons/Tokens
Parking & Card Services Event Parking
Parking & Card Services Volunteer Parking Permits
Pathology Services
Pius Special Collections
SLUCOR
Solutions
Transportation (Van) Services
University Health Plan
Water Tower Inn-Athletics Dept.
Water Tower Inn-Employee Moving Expense
Water Tower Inn-Other
Water Tower Inn-Patient Travel

# Appendix B: eSeeIDO Status Definitions

## Status:

**Denied** – denied by an approver, available for edit and resubmission. Status becomes Pending when someone edits this IDO.

**Pending** – initiated, saved and not finished (T# assigned).

**Awaiting Approval** – submitted and in approval process (X# assigned).

**Approved** – all levels of approval are complete; encumbrance is created and e-mail to service provider is generated.

**Partial** – associated with standing IDO's only; partially completed by service provider; encumbrance is liquidated; actual transaction is generated.

**Completed** – fully completed or final; encumbrance is closed; actual transaction is generated.

**Cancelled** – action can be taken by anyone with security access to this IDO; can be done in status of Awaiting Approval (by approver), Approved (by requestor, approver, or service provider), or Partial (by requestor, approver, or service provider); encumbrance is closed; will be tracked in the system.

## Actions:

**Remove** – deletes *Pending* IDOs; no tracking or evidence in the system once removed. System will automatically *Remove* all *Pending* IDOs 30 days or older. (Activates when user signs on to eSeeIDO).

**Reject** – action available when IDO is in *Awaiting Approval* status; changes the status to **Denied**; e-mail is generated to notify the requestor.

**Approve** – action available when IDO is in *Awaiting Approval* status; changes the status to *Approved*; e-mail is generated to notify the service provider.

**Partial** – action associated with standing IDO's only; performed by service provider to post transaction for services provided; encumbrance is partially liquidated; actual transaction is generated; and e-mail notification to sent requestor. Order remains open until it is canceled or until the service provider posts a charge that exceeds remaining balance available.

**Complete** – action associated with regular or standing IDO's only; performed by service provider to post transaction for services provided; encumbrance is closed; actual transaction is generated; and e-mail notification is sent to requestor. Order is closed.

**Cancel** – action available to approvers while document is in approval status, or to the requestor or service providers for approved documents that have not been completed; closes encumbrance and order.

**View** – opens IDO in view mode only; update is not allowed.

# Appendix C: Generic Requests

Requestors may select one of the predefined standard service types or Generic IDO. The service type determines what information you must provide in order to complete the IDO. For services not defined, you may select "generic" IDO service request.

\*Enter sufficient information in the **Description of Service** field for the service provider to complete your request.

\*Enter a valid Banner Finance user's SLU Net ID (excluding the @slu.edu extension) at the **Email this request to** field. This is the user who will receive your and complete your request.

\*Enter a valid fund, account, and activity (if applicable) code at the **Expense Accounting Distribution** field.

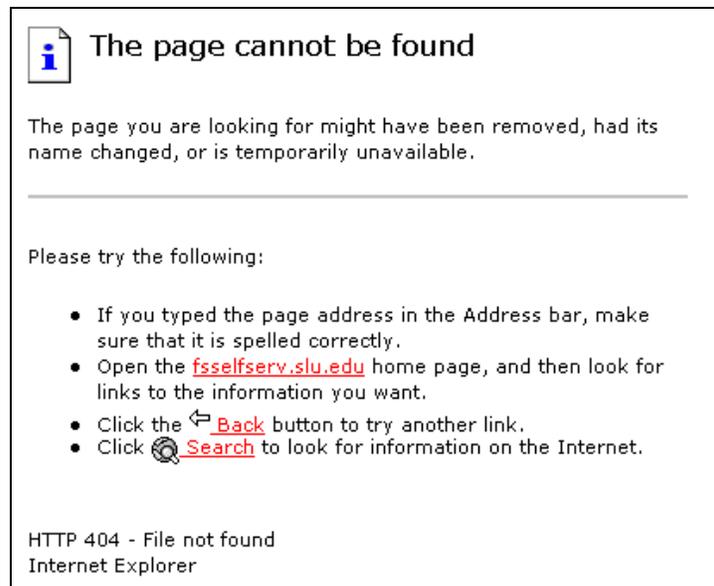
Listed below are examples of generic IDO debit/credit account code combinations:

<b>Debit/Credit Account Codes</b>	<b>Description</b>
771xxx	General Expense (Debit)
92xxxx	Recoveries (Credit)
744200	Copier Usage (Debit)
744200	Copier Usage (Credit)
887012	Nonmandatory Transfer Out (Debit); both debit and credit funds must be Designated (2xxxxx)
886012	Nonmandatory Transfer In (Credit); both debit and credit funds must be Designated (2xxxxx)

# Appendix D: eSeeIDO Tips

## General Tips:

1. Press **Enter** after reading alert boxes (users do not need to click OK).
2. View the **document status** in the upper right corner of the Order Details Screen or the Query/Approval/Completion screen.
3. The IDO request exists **only** in eSeeIDO until the point that it completes approvals. When all approvals are recorded, the transaction is posted to Banner Finance as an encumbrance that may be viewed on INB form FGIENCD or the SSB Encumbrance Query .
4. The first time that you sign on to eSeeIDO, this page may display when you select the Query/Approval/Completion screen. This is because the user does not have any IDO requests to view.



5. When copying a document, the requestor must choose a service type and click Standing IDO, if applicable.
6. Date fields must be entered in the following format: DD-MMM-YYYY or DD-Full Spelling of Month-YYYY.
7. The first two letters of the eight-character eSeeIDO number must be entered as upper case when copying or querying.
8. The document numbers are displayed in three different colors so that the user may distinguish temporary, regular, and standing orders more easily.
9. View summary of encumbrance activity at INB form FGIENCD or SSB Encumbrance Query.

10. E-mail notifications are generated by the following actions:

<b>Action</b>	<b>Recipient(s)</b>
Requestor submits an IDO request	Approvers
Approver disapproves an IDO request	Requestor
Approver makes change(s) to an IDO request	Requestor
Final approver approves an IDO request	Service provider
Service provider completes or partially completes an order	Requestor

### **For Requestors:**

1. Press **Enter** at the Order Details Screen before clicking **Save for later** or **Submit now** or **Remove** or **Exit**. The system will validate your information and alert you of any errors that must be corrected before proceeding.
2. For standing orders, the requestor must enter values in the Required Information fields. See below for suggested values:

**General information fields:** enter "Various"

**Number fields** (requiring a number of items ordered): enter "0" (zero) and explain in Description of Service that specific order requests will follow

**Date fields:** enter 01-JUL-2008

3. At the Order Details screen, the requestor must press enter in any data enterable field to save the data (or click save for later). If the requestor enters data and then clicks Exit, the system does not save the information.

### **For Approvers:**

1. Enter a reason in the **Description of Service** field when you disapprove or cancel an IDO.
2. Please note that the Awaiting Approval selection displays all documents that are currently at your approval level.

**All documents you may approve:** Check this box to view a list of all documents that agree with your fund/org security, and that are in awaiting approval status.

### **For Providers:**

1. Enter a description in the **Recovery Description** field when you partially complete, complete, or cancel an order. You should also explain any price differences here. For canceled orders, this will be a record of why the order was canceled. Usage of this field may eliminate the need for a paper invoice, phone calls, etc.