

# Business and Finance Division

## SAINT LOUIS UNIVERSITY

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*eSeePCON* - Electronic Position Control is located in the Self Service Budget Management Menu which also includes Salary Planner, Finance Budget Development and the UMG Budgeting Tool System.

*eSeePCON* allows you to:

- identify overspent positions that require a budget revision
- identify underspent positions
- identify variances between position budgets and actual salaries
- list of employees in personnel account code summaries (use drill-down capability)
- identify position budget variances by org/division code, fund, or account code
- review position budgets historically beginning with FY06

### Instructions:

The screenshot shows the Saint Louis University Self-Service Banner interface. At the top, there is a navigation bar with tabs for Personal Information, Employee, Finance, and Budget Management. Below the navigation bar, there is a search area with a text input field and a Go button. The search criteria are: Enter Parameters to invoke eSeePCON. The search criteria include: Fiscal Year (18), Orgn Code (D000), Fund Code, and Account Code. There are buttons for Continue and Cancel and Exit. At the bottom, there is a footer with the text: [ Salary Planner | eSeePCON | Finance Budget Development | UMG Budgeting Tools ] and a release date: RELEASE: SLU DEVELOPED - 1.0 - JANUARY 2007. Copyright 2018 Ellucian Company L.P. and its affiliates.

1. Log onto Self-Service Banner
2. Click on the Budget Management tab located near the upper-right corner of your screen
3. Click on *eSeePCON*
4. Enter the Fiscal Year (**REQUIRED**) in 2 digit format (i.e. 18, 19, 20)
5. Enter the Org, Fund, and/or Account code (you can enter one field or a combination of fields to narrow your query):
  - a. Org Code – has to be **capital** D, S (division), E (executive level), or Z (sub-org)
  - b. Fund Code – **do not include the dash**
  - c. Account Code
6. Select Continue
7. Once you are in the Salary Accounts Variances per Banner Finance, click on any row in the Variance column to view employees/positions included in that FOAPAL.

Other Important Information:

1. Actual and Encumbrance columns on the Salary Budget Variances as per Banner HR screen are updated with each payroll.
2. Barring unforeseen process delays, Banner Finance and Banner HR can be out of balance for a day or so until payroll transactions post to Banner Finance.
3. Historical queries will include separated/terminated employees by including a 'T' under the Status (ST) column regardless of their date of separation.
4. Position budgets that have \$0.00 do not appear on the screen.
5. *eSeePCON* is applicable to personnel account codes, not general expense account codes.

If you have any questions, contact the Office of Financial Planning & Budget:

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