

# Business and Finance Division

## SAINT LOUIS UNIVERSITY

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Please join me in welcoming the arrival of the highly anticipated *eSeePCON* - Electronic Position Control (f/k/a/ L86 and SMS). “*PCON*” is located in the new Self Service Budget Management Menu which also now includes Salary Planner, Finance Budget Development and the UMG Budgeting Tool System.

The new *PCON* allows you to:

- identify overspent positions that require a budget revision
- identify underspent positions
- identify variances between position budgets and actual salaries
- list employees included in your 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:

1. Log onto Self-Service Banner
2. Click on the new 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. 08, 07, 06)
5. Enter the Orgn, Fund, and/or Account code (you can enter one field or a combination of fields to narrow your query):
  - a. Orgn 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. Due to the previous salary encumbrance method used, please ignore the FY06 and FY07 salary encumbrance amounts. The FY08 salary encumbrances are working properly and should reflect the employee’s salary.
2. Actual and Encumbrance columns on the Salary Budget Variances as per Banner HR screen are updated with each payroll.
3. 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.
4. Historical queries will include separated/terminated employees by including a ‘T’ under the Status (ST) column regardless of their date of separation.
5. Position budgets that have \$0.00 do not appear on the screen.
6. *PCON* is applicable **ONLY** to personnel account codes and will not work for general expense account codes.

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### Enter Parameters to invoke eSeePCON

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Fiscal Year

Orgn Code  Fund Code  Account Code

[ [Salary Planner](#) | [eSeePCON](#) | [Finance Budget Development](#) | [UMG Budgeting Tools](#) ]

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If you have any questions, please do not hesitate to contact Financial Planning & Budget: Bruce Andres (7-7073), Stacey Barfield Harrington (7-3938).

If you need additional instruction on how to log into Self Service Banner, please see the eSeePCON tutorial on the Financial Planning and Budget Website.