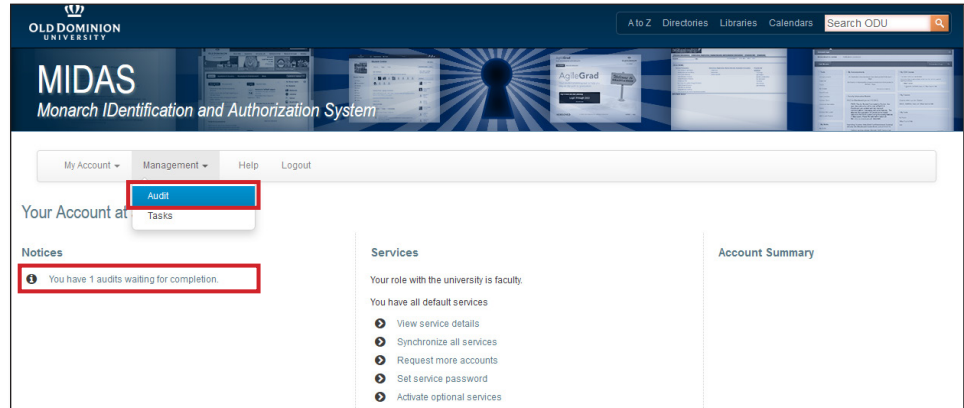


BUD Audit – Quick Start Guide

1. Log into MIDAS – <https://midas.odu.edu>
2. Click **Management > Audit**.
Or, if you were Delegated an Audit, click the notice link.



3. Select the Audit you would like to start processing.

MIDAS Audit

Audit Overview

Listed below are the annual audits assigned to you as well as those that you have viewing rights to. Please review employee access and take appropriate actions. To indicate audit completion, please submit the audit via the corresponding button.

Actions for selected audits:

Reclaim Delegate Report Submit

Audit	Progress	Status	Assigned User	Items	Due Date
<input type="checkbox"/> Banner Audit 2014: SUMMER CAMP BASEBALL	0.00	not delegated	Selig, Wood	3	- not found -
<input type="checkbox"/> Banner Audit 2014: SUMMER CAMP-SAILING	0.00	not delegated	Selig, Wood	2	- not found -
<input type="checkbox"/> Banner Audit 2014: SUMMER CAMP SWIMMING	0.00	not delegated	Selig, Wood	2	- not found -
<input type="checkbox"/> Banner Audit 2014: SUM CAMP WOMEN'S LACROSSE	0.00	not delegated	Selig, Wood	2	- not found -
<input checked="" type="checkbox"/> Banner Audit 2014: ATHLETICS	0.00	not delegated	Selig, Wood	156	- not found -
<input type="checkbox"/> Banner Audit 2014: ATHLETIC ACADEMIC CENTER	0.00	not delegated	Selig, Wood	38	- not found -
<input type="checkbox"/> Banner Audit 2014: MONARCH COACHES SHOW	0.00	not delegated	Selig, Wood	3	- not found -
<input type="checkbox"/> Banner Audit 2014: WOMEN'S LACROSSE	0.00	not delegated	Selig, Wood	4	- not found -
<input type="checkbox"/> Banner Audit 2014: ATHL SUPPORT OPERATIONS	0.00	not delegated	Selig, Wood	7	- not found -
<input type="checkbox"/> Banner Audit 2014: FOOTBALL	0.00	not delegated	Selig, Wood	4	- not found -
<input type="checkbox"/> Banner Audit 2014: INDOOR TENNIS CENTER	0.00	not delegated	Selig, Wood	4	- not found -
<input type="checkbox"/> Banner Audit 2014: WRESTLING GIFTS	0.00	not delegated	Selig, Wood	3	- not found -

4. The default view for Audit Items is by Budget Code. You also have the option of viewing them by Person or Right. *(The order from this point of the walkthrough will change depending on the view type you choose but the process is the same).* Select the budget code to view the People to be audited.

Audit: Banner Audit 2014: ATHLETICS

Back

Type: Budget Code Status: Not Completed Search [] Update View Submit Audit

Select/unselect all

Selection	Budget Code	Budget Unit Director	Items
<input checked="" type="checkbox"/>	4AT00	Selig, Wood (wselig)	155

- Click on the person's name to view the rights they have.

Audit: Banner Audit 2014: ATHLETICS
You are working on BudgetCode 4AT00, Budget Unit Director Selig, Wood (wselig)

Back

Type: Person Status: Not Completed Search Update View Submit Audit

Approve Revoke Mark Pending

Select/unselect all Enter Comment:

Selection	Employee	Position	Title	Budget Code	Department	Supervisor	Last Banner Access	Items
<input checked="" type="checkbox"/>	Appleseed, Johnny (japplese)	00000A	FISCAL TECHNICIAN	4AT00	ATHLETICS	XXXXX, XXXXX	07-02-2014 00:00	6
<input type="checkbox"/>	Blue, Big (bblue)	00000A	SR ASSOCIATE ATHLETIC DIRECTOR	4AT00	ATHLETICS	XXXXX, XXXXX	- not found -	2
<input type="checkbox"/>	Bunyan, Paul (pbunyan)	00000A	ASSOC AD ATH TRAIN & SPORT MED	4AT00	ATHLETICS	XXXXX, XXXXX	- not found -	2
<input type="checkbox"/>	Doe, Jane (jdoe)	00000A	EXECUTIVE SECRETARY	4AT00	ATHLETICS	XXXXX, XXXXX	- not found -	2

- Check the box beside each right you wish to process, enter a comment and choose **Approve**, **Revoke** or Request Information and **Mark Pending**.

Audit: Banner Audit 2014: ATHLETICS
You are working on BudgetCode 4AT00, Budget Unit Director Selig, Wood (wselig)

Back

Type: Person Status: Not Completed Search Update View Submit Audit

Approve Revoke Mark Pending Request Information Email

Select/unselect all Enter Comment:

Selection	Employee	Position	Title	Budget Code	Department	Supervisor	Last Banner Access	Items
<input checked="" type="checkbox"/>	Appleseed, Johnny (japplese)	00000A	FISCAL TECHNICIAN	4AT00	ATHLETICS		07-02-2014 00:00	6

Select/unselect all Enter comment for all sub-items:

Selection	Auditable	Status	Comment
<input type="checkbox"/>	Banner Class: ...	NOT_COMPLETED	
<input type="checkbox"/>	Banner Class: ...	NOT_COMPLETED	
<input type="checkbox"/>	Banner Class: ...	NOT_COMPLETED	
<input type="checkbox"/>	Banner Class: ...	NOT_COMPLETED	
<input type="checkbox"/>	Banner Class: ...	NOT_COMPLETED	
<input type="checkbox"/>	Banner Class: ...	NOT_COMPLETED	

- Once you have processed all Audit Items for an Audit, you can click **Submit Audit** which will mark it complete. This action makes the audit read-only for you and marks it as ready to be worked on by the account managers.