AURA: Contract Information System Screens

This document contains the following information:

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**Contract Information 'A' Inquiry Screen — (ICNA)**

1. At **Next Function**, type **ICNA**.
1. At **Next Acct#**, enter the budget and fund you want to view.

**Example:**
Enter the budget and fund 4-28-54 UP 6521 as 04 028 54 UP 65210.

Press **Enter**.
The contract information that you requested will appear on the **Contract Information A Inquiry** screen.

Press **PF8** to go to **ICNB**.

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**Contract Information 'B' Inquiry Screen — (ICNB)**
1. At **Next Function**, type **ICNB** (or press **PF8** from **ICNA**).

Press **Enter**.

1. At **Next Acct#**, enter the budget and fund you want to view.
**Example:**
Enter the budget and fund 4-28-54 UP 6521 as 04 028 54 UP 65210.

Press Enter.

The contract information that you requested will appear on the **Contract Information B Inquiry** screen.

Press **PF7** to go to **ICNA**.

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**Contract Tuition/Fringe Inquiry Screen — (IFRG)**
1. At **Next Function**, type **IFRG**.

   Press **Enter**.

1. At **Next Acct#**, enter the budget and fund you want to view.
Example:
Enter the budget and fund 4-28-54 UP 6521 as 04 028 54 UP 65210.

Press Enter.

The tuition/fringe information that you requested will appear on the Contract Tuition/Fringe Inquiry screen.

Update Fringe/Tuition Account Screen — (UFTA)
1. At Next Function, type UFTA.

Press Enter.

1. At Next Acct#, enter the budget and fund you want to update.
Example:
Enter the budget and fund 4-28-54 UP 6521 as 04 028 54 UP 65210.

Press Enter to pull up the budget and fund entered.

2. At Fringe Charged to another Acct, update the information if it is different than the current information.

3. At Fringe Acct #, update the information if it is different than the current information.

4. At Tuition Charged to another Acct, update the information if it is different than the current information.

5. At Tuition Acct #, update the information if it is different than the current information.

Press Enter to update the Fringe/Tuition Account.

Project Information Inquiry Screen — (IPRJ)
1. At Next Function, type IPRJ.

Press Enter.
1. At **Next Acct#**, enter the budget and fund you want to view.

**Example:**
Enter the budget and fund 4-28-54 UP 6521 as 04 028 54 UP 65210.

Press **Enter**.

The project information that you requested will appear on the **Project Information Inquiry** screen.

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**Contract Billing Inquiry Screen — (IBIL)**
1. At **Next Function**, type **IBIL**.

Press **Enter**.

1. At **Next Acct#**, enter the budget and fund you want to view.
Example:
Enter the budget and fund 4-28-54 UP 6521 as 04 028 54 UP 65210.

Press Enter.

The billing information that you requested will appear on the **Contract Billing Inquiry** screen.

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**Contract Payor Inquiry Screen — (IPYR)**
1. At Next Function, type IPYR.

Press Enter.

1. At Next Acct#, enter the budget and fund you want to view.
Example:
Enter the budget and fund 4-28-54 UP 6521 as 04 028 54 UP 65210.

Press Enter.

The payor information that you requested will appear on the Contract Payor Inquiry screen.

Subcontract Inquiry Screen — (ISUB)
1. At Next Function, type ISUB.

Press Enter.

1. At Next Acct#, enter the budget and fund you want to view.
**Example:**
Enter the budget and fund 4-28-54 UP 6521 as 04 028 54 UP 65210.

Press **Enter**.

The subcontract information that you requested will appear on the **Subcontract Inquiry** screen.

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**Update Deliverable and Project Investigator Screen — (UDPI)**
1. At Next Function, type UDPI.

Press Enter.

1. At Next Acct#, enter the budget and fund you want to update.
Example:
Enter the budget and fund 4-28-54 UP 6521 as 04 028 54 UP 65210.

> Note:
This information should be updated by the department.

Press Enter.

1. At **Est Del Due Date**, enter the new estimated date the first deliverable is due, if it is different than the current information.

2. At **Deliver Sub Date**, enter the delivery submit date when you have submitted the technical report.

3. At **Project Corr**, enter the social security number of new project correspondent, if it is different than the current information.

4. At **P.I.**, indicate whether the project correspondent is also a project investigator, if it is different than the current information.

5. At **Finan. Access**, indicate whether the project correspondent and/or the project investigators should (Y) or should not (N) be given security access to the account.
and its cost centers (if applicable) on Web FIT.

6. At Projec Invs, enter the social security number(s) of the project investigator(s), if it different than the current information.

Press Enter to update the Deliverable and Project Investigator screen.

Additional AURA Documentation

- Introduction to the AURA Form
- Locating the Financial Accounting Maintenance System
- Use of the AURA Form without a Clone
- Use of the AURA Form with a Clone
- Accounts and Fund System Screens
- Agency/Subagency System Screens

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