

Press **Enter**.

Requesting the Account Information

When the account number (budget and fund) and fiscal year are entered, the requested account information will be displayed in one of the following formats:

- If the account has no cost centers, the **ICAG** screen for the account will be displayed.
- If the account has cost centers, a pick list of the University structure (account) and the cost centers associated to the account will be displayed.

```
ENTER ACCOUNT AND FISCAL YEAR FOR RECORD RETRIEVAL
08/17/98
08:13:54.4
Account Name:
Sel Catg      Budget(B)   Encumbrance(E)   Actual (A)      Income      %ACT %A/E
- INCOM                .00                .00                .00                .00         0   0

Sel Catg      Budget(B)   Encumbrance(E)   Actual (A)      Balance      %ACT %A/E
- SALRY                .00                .00                .00                .00         0   0
- WAGE                 .00                .00                .00                .00         0   0
- ALLOT               .00                .00                .00                .00         0   0
- EQUIP               .00                .00                .00                .00         0   0
- CAPTL               .00                .00                .00                .00         0   0
- OVRHD               .00                .00                .00                .00         0   0
- TOTAL               .00                .00                .00                .00         0   0

NET                .00                .00                .00                .00

Create Date: 00 / 00 / 0000 Closed Date: 00 / 00 / 0000      0 % Elapsed Days
STATUS:
NEXT ACCT: 01 - 042 1 44_UP 100 10_ FISC YR: 98 2 99
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END HDR PRNT
```

1. At **Next Acct#**, enter the budget and fund you want to view.
2. At **Fisc Yr**, enter the Fiscal Year that you would like to view.

Press **ENTER**.

```

ENTER A NUMBER AND PRESS 'ENTER' TO SELECT   PF9 RETURN W/O SELECTION
08/17/98                                     I CAG
08:16:37.2                                   JWD1
                                     I B I S  F I N A N C I A L  S Y S T E M
                                     S E L E C T  A C C O U N T

                                     S e l e c t  w h i c h  s t r u c t u r e  t o  v i e w

C-Closed
Select
Pure-id -----Long Title----- Type Mnemonic/      Admin
Cost-Center  Activity  Area
1  UNIV1  UNIVERSITY DEFAULT          UNIV
2      TEST                      COST  BS              046
3      TEST                      COST  STEVEEEEEEE    046
4      TEST                      COST  TEST101        046
5      TEST                      COST  TEST889        046

Enter Selection: 2_ 1
ACCT#: 01 - 042 - 44 UP 10010 FY: 98 / 99
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END  .  .  .  FWRD  RTRN  TOP  .  PROC

```

1. At **Enter Selection**, enter the number corresponding to the university structure or cost center you wish to view.

Press **Enter**.

```

Enter Header (letter code) in Select column then press ENTER
08/17/98                                     I CAG
08:43:50.2                                   JWD1
                                     I B I S  F I N A N C I A L  S Y S T E M
                                     I N Q U I R E  O B J C A T  B Y  C A T E G O R Y

Account Name: THIS IS A TEST FOR THE NAME

Sel Catg   Budget(B)   Encumbrance(E)   Actual(A)   Income   %ACT %A/E
- INCOM    .00             .00             .00         .00      0    0
COST CENTER: BS
Sel Catg   Budget(B)   Encumbrance(E)   Actual(A)   Balance   %ACT %A/E
- SALARY   .00         300.00         402.00     702.00-   0    0
- WAGE     .00         .00            .00        .00       0    0
- ALLOT    .00         600.00         .00        600.00-   0    0
- FRNGE    .00         .00            .00        .00       0    0
- TUITH    .00         .00            .00        .00       0    0
- EQUIP    .00         .00            .00        .00       0    0
- CAPTL    .00         .00            .00        .00       0    0
- OVRHD    .00         .00            .00        .00       0    0
- TOTAL    .00         900.00         402.00     1302.00-  0    0
NET        .00         900.00         402.00     1302.00-

Create Date: 03 / 01 / 1998 Closed Date: 10 / 31 / 1999   46 % Elapsed Days
STATUS: OPEN  DETAILS ON BCDE/CRFM                       (Begin to End Date)
NEXT ACCT: 01 - 042 - 44 UP 10010_  FISC YR: 98 / 99
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END  .  .  .  RTRN  HDR  PRNT  .

```

Information will be displayed under the following headings:

Budget	The budget amounts posted in the object categories listed.
Encumbrance	The encumbrances posted to the object categories listed.
Actual	The actuals posted in the object categories listed.
Balance	The budgeted amount minus the encumbrances and actuals.
% Act	Percent of the budget for this category which has been spent.
% A/E	Percent of the budget for this category which has been either spent or encumbered.
% Elapsed Days	For restricted funds, this figure is based on the difference between the account begin and current date divided by the difference between the account begin and end date. For general funds, this figure is based on the difference between today's date and the beginning of the fiscal year divided by the number of days in one full year (365 days).
% Act	This figure is the total percent of the budget actualized for all object categories displayed.
% A/E	This figure is the total percent of the budget either actualized or encumbered for all the object categories displayed.
Create Date	The date the account was created.
Closed Date	The date the account will end or has been closed.
Status	Open The account is still open; it has not reached the Acct Closed Date. Closed The account is closed.
Details Message (to the right of Status)	Indicates when there are details on CRFN and/or BCDE that require attention. The details must be resolved on CRFN so they can post to the cost centers and "fixed" on BCDE so they can post to the account and cost centers.

Accessing the Account Details

If you would like to view the details which make up the object category total, enter the letter of the desired type of detail (Budget, Encumbrance or Actual) next to the desired category.

```

Enter Header (letter code) in Select column then press ENTER
08/17/98                                IBIS FINANCIAL SYSTEM                                ICAG
14:54:44.0                              INQUIRE OBJCAT BY CATEGORY                          JWD1
Account Name: THIS IS A TEST FOR THE NAME
Sel Catg   Budget(B)   Encumbrance(E)   Actual(A)   Income   %ACT %A/E
- INCOM    .00              .00            .00          .00      0    0
UNIVERSITY STRUCTURE
Sel Catg   Budget(B)   Encumbrance(E)   Actual(A)   Balance   %ACT %A/E
1 A SALRY  .00              .00            3309.00     3309.00-  0    0
- WAGE     .00              .00            .00          .00      0    0
- ALLOT    .00              .00            .00          .00      0    0
- FRNGE    .00              .00            .00          .00      0    0
- TUITM    .00              .00            .00          .00      0    0
- EQUIP    .00              .00            .00          .00      0    0
- CAPTL    .00              .00            .00          .00      0    0
- OVRHD    .00              .00            .00          .00      0    0
- TOTAL    .00              .00            3309.00     3309.00-  0    0
NET        .00              .00            3309.00     3309.00-
Create Date: 03 / 01 / 1997 Closed Date: 10 / 31 / 1998   100 % Elapsed Days
STATUS: OPEN DETAILS ON BCDE/CRFN (Begin to End Date)
NEXT ACCT: 01 - 042 - 44 UP 10010_ FISC YR: 97 / 98
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END . . . . . RTRN HDR PRNT .

```

1. Type **B** (Budget), **E** (Encumbrance) or **A** (Actual) under the **SEL** column on the line next to the desired category.

Press **Enter** to view the detail information.

```

SUM OF DETAIL $          3,309.00 EQUAL CATEGORY TOTAL $          3,309.00
                                (SALARY / ACTUAL )
                                PAGE 1
Sel Post Dte  Dtl  Enc #/  Desc  Cobj  Free Space  Un  Amount
Type  Form #
-----
1 07/16/98 PAYT  88501  914010260  0104  N  120.00
2 07/16/98 PAYT  88502  914010550  0114 NAME-DTL  N  3,189.00

Sel: 2_ (ADTL info)
Select Amnt from: _____ to: _____ TOTAL $          3,309.00
Obj: _____ Display Date: 03 / 01 / 1997 Thru 10 / 31 / 1998
Next Acct: 01 - 042 - 44 UP 10010 Date: / / FY: 97 / 98
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
. . . . . FWRD RTRN ADTL PRNT RGHT

```

If you entered an **A** (Actual) by the Salary category, information is displayed under the following headings:

Post Dte	the Date the transaction was Posted
Dtl Type	the Detail Type
Enc # / Form #	the Form or Encumbrance Number
Desc	the Description of the transaction
Cobj	the Central Object Code
Free Space	the Department Free Space
Unenc	the Unencumbrance Indicator
Amount	the Amount of the Transaction

If a **B** (Budget) is entered for any of the categories, (Salary, Wages, etc.), Permanent Budget Total, Temporary Budget Total and Total Budget will be displayed at the top of the Budget Detail screens.

SUM OF DETAIL \$		10.00		EQUAL CATEGORY TOTAL \$		10.00	
				(ALLOTMENT / BUDGET)			
P-BUDG: 10.00		T-BUDG:		TOT BUDG: 10.00			
		CCTR: COKE		PAGE 1			
Sel	Post Date	Dtl Type	Enc #/ Form #	Desc	Cobj	Free Space	X/M Amount
1	10/18/2001	PBDA	110383		0300		10.00
Sel: (ADTL info)		Select Amnt From: to:		TOTAL \$		10.00	
Obj:		Display Date: 01 / 01 / 2001		Thru 10 / 31 / 2002			
Next acct: 01 - 042 - 44 UP 10010		Date: 07 / 01 / 2001		FY: 2001 / 2002			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				FWRD		RTRN ADTL PRNT RGT	

Accessing Information on a Specific Detail

If you would like to see additional information on a specific detail, you can enter that detail number at the **Sel:** (**ADTL info**) prompt.

SUM OF DETAIL \$		3,309.00		EQUAL CATEGORY TOTAL \$		3,309.00	
(SALARY / ACTUAL)							
Sel	Post Dte	Dtl Type	Enc #/ Form #	Desc	Cobj	Free Space	Un Enc Amount
1	07/16/98	PAYT	88501	914010260	0104		120.00
2	07/16/98	PAYT	88502	914010550	0114	NAME-DTL	3,189.00

PAGE 1

Sel: 2_ **1** (ADTL info)

Select Amnt from: _____ to: _____ TOTAL \$ 3,309.00

Obj: _____ Display Date: 03 / 01 / 1997 Thru 10 / 31 / 1998

Next Acct: 01 - 042 - 44 UP 10010 Date: / / FY: 97 / 98

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

FWRD RTRN ADTL PRNT RGHT

1. Enter the number of the detail you want to view.

Press **PF10**.

DETAIL FROM LINE NUMBER: 2			
Fy: 1997 1998 Acct: 0104244 UP 10010 Cobj: 0114 FT1-ACADEMIC			1
Rec Type: ACTUAL	Dtl status: POSTED	Dtl type: PAYT	-
Amount:	3,189.00		
Desc:	914010550		
Free space:	NAME-DTL		
Form #:	88502	Vendor #:	
Encumb #:		Vendor:	
Tieback #:	100009009	Invoice #:	
Cent Ref #:	S911469	PO #:	
Discount \$:		Check #:	
OAS SysDoc#:	100009011	Partial:	
Acct Seq:	2	POCH:	
		UnEncumber:	N
HIT ENTER TO RETURN			
Obj: _____	Display Date: 03 / 01 / 1997	Thru 10 / 31 / 1998	
Next Acct: 01 - 042 - 44 UP 10010	Date: / /	FY: 97 / 98	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
		FWRD RTRN ADTL PRNT RGHT	

Additional information about the transaction will be displayed. The description and free space fields will be modifiable on this window if the user has access to UDFS. Modifying these fields on ICAG changes the description and free space on the selected detail only. There is no ripple down effect from ICAG.

Press **Enter** to Return to the Detail screen.

If you would like to see limited additional information on all of the displayed details, you can press **PF12** to move the screen to the right. Press **PF12** to move the screen back to the left.

(SALARY / ACTUAL)							PAGE 2
Sel	Dtl Type	Enc#/ Form#	Description	Invoice	Vendor	Cent-ref	Check #
1	PAYT	88501	9 140 10260			\$9 11468	
2	PAYT	88502	9 140 10550			\$9 11469	
						TOTAL \$	3,309.00

Sel: — (ADTL info)
 Obj: — Display Date: 03 / 01 / 1997 Thru 10 / 31 / 1998
 NEXT ACCT: 01 - 042 - 44 UP 100 10 DATE: / / FY: 97 / 98
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 FWRD RTRN ADTL PRNT LEFT

Selecting Specific Details

SUM OF DETAIL \$		600.00 EQUAL CATEGORY TOTAL \$				600.00		PAGE 1
(ALLOTMENT / ENCUMBERANCE)								
Sel	Post Dte	Dtl Type	Enc #/ Form #	Desc	Cobj	Free Space	Un Enc	Amount
1	07/28/98	UENC	12 12		07 12		N	100.00
2	07/28/98	UENC	12 13		07 12		N	100.00
3	07/28/98	UENC	12 14		07 12		N	100.00
4	07/28/98	UENC	12 15		07 12		N	100.00
5	07/28/98	UENC	12 19		07 12		N	100.00
6	07/28/98	UENC	12 20		07 12		N	100.00

Sel: — (ADTL info)
 Select Amnt from: ① 25.00 to: 100.00 **TOTAL \$ 600.00**
 ② Obj: 07 12 Display Date: 03 ③ 01 / 1998 Thru 10 / 31 / 1999
 Next Acct: 01 - 042 - 44 UP 100 10 Date: / / FY: 98 / 99
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 . ALL ORDN PLAN STND . . . FWRD RTRN ADTL PRNT RIGHT

ICAG details are displayed in reverse chronological order (most current detail is first ...).

To sort the details, you can:

1. Enter a **range of amounts**, to list details within that absolute amount range (both positive and negative) and press **Enter**,

or

Enter a specific amount in first amount field to list details with that absolute value, and press **Enter**.

or

2. Enter a **specific central object code** and press **Enter**,

or

3. Enter a **specific date range** to list any combination of the three details posted within those dates and press **Enter**.

> Note:

All three of the above criteria can be entered at the same time.

Last Revised: 10/27/2003