The Inquire Structure Budget Report (ISTR) documentation contains the following sections:

- **Initial Information**
- **View Total Allotment**
- **Viewing Details**
- **Viewing Header Information**

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**Initial Information**

**ISTR** is used to view structures and print them locally. You can view all of the information that you did with the previous functions UPEN, UENC, RFNS and RAWS.

At **Next Function** within the CCOM menus, type **ISTR**.

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

   Press **Enter**.

```
| Enter Selection: | NEXT ACCT#: 01 - 042 - 44 UP 10010 FY: 95 / 96 DATE: 07 / 01 / 1995 |
```

The on-line posting structure associated with the account will appear.
This page tells you:

- **Budget Name** for this account
- **Account Name** of this account
- **Title** of this structure
- **Structure Type**

Press **PF8** to page forward through the structure.

1. At **Reposition to OBJ**, if you want to view a specific object code, enter that object code and press **ENTER**. Then you don't have to **PF8** forward through all of the object codes.

2. At **Selection**, indicate which line element you would like to view.

Once you have selected a line element, there are several different ways to view the information:

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PF5</strong></td>
<td>allows you to <strong>view the total allotment</strong> for this line element.</td>
</tr>
<tr>
<td><strong>PF6</strong></td>
<td>allows you to <strong>view the details</strong> for this line element.</td>
</tr>
<tr>
<td><strong>F10</strong></td>
<td>allows you to <strong>view the header information</strong> such as fringe benefit rates and indirect costs for this account.</td>
</tr>
</tbody>
</table>

### Viewing Total Allotment

```
9 POSTAGE AND MAILINGS   0322  750.00-
10 PREPD REG-CONF & SEM  0331  150.00-

Enter Selection: [Reposition to OBJ: [UNIV]
NEXT ACCT#: [81 - 042 - 44 UP 10010_ FY: 95 / 96 DATE: 87 / 01 / 1995
NEXT FUNCTION: [MENU, KEYS, END]
```

1. At **Selection**, indicate which line element you would like to view.

   Press **PF5** to view the total allotment for the line element selected.
<table>
<thead>
<tr>
<th>Year To Date Balance:</th>
<th>Is the current fiscal year for general and restricted accounts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract To Date Balance:</td>
<td>Is for restricted accounts which run for the contract begin date to contract end date.</td>
</tr>
<tr>
<td>Perm Budget:</td>
<td>Indicates what was permanently budgeted for this object code.</td>
</tr>
<tr>
<td>Temp Budget:</td>
<td>Indicates what was temporarily budgeted for this object code.</td>
</tr>
<tr>
<td>Total Budget:</td>
<td>Is a total of what was permanently and temporarily budgeted for this object code.</td>
</tr>
<tr>
<td>Standing Enc:</td>
<td>Indicates what standing encumbrance was entered for this object code.</td>
</tr>
<tr>
<td>Planned Enc:</td>
<td>Indicates what planned encumbrance was entered for this object code.</td>
</tr>
<tr>
<td>Reg Enc:</td>
<td>Indicates what ordinary encumbrances either through a form or UENC was entered on this object code.</td>
</tr>
<tr>
<td>Actual:</td>
<td>Indicates what amounts have been posted as actual expenditures or income.</td>
</tr>
<tr>
<td>Total Act &amp; Enc:</td>
<td>Indicates the total amount of both actuals and encumbrances.</td>
</tr>
</tbody>
</table>
Balance: Indicates the Perm and Temp Budget minus the Encumbrances and Actuals.

Viewing Details

1. At Selection, indicate which object code you would like to view.

Press PF6 to view the details for that line element.

> Note:
The open encumbrances for that line element appear but you can view other information with the certain PF keys.

PF1 views the Budgeted Details for this object code.
PF2 views the **Open Encumbrances** for this object code.

*Note:* The open encumbrances details are automatically displayed when the structure element details are selected.

PF3 views the **Ordinary Encumbrance** details for this object code.

PF4 views the **Planned Encumbrance** details for this object code.

PF5 views **Standing Encumbrance** details for this object code.

PF6 views **Actuals** that have hit central accounting.

PF9 returns **back** to the University structure.

PF10 views the **more information** about that specific detail.

PF12 views **more information to the right** of the screen.

*Note:* Press PF12 again to return to the left of the screen.

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If a **POCH** form was used to change the amount of, cancel or reopen a **PURC (NPUR)**, the **type of change** will be listed under **Desc** (Description).
If you are looking for a specific IBIS form, at **Doc #**, enter the form number and press **Enter** to locate that specific line element detail.

If you want to look in a specific date range, at **From-Date** and **Thru-Date**, enter the specific date ranges and press **Enter**.

<table>
<thead>
<tr>
<th>Doc #</th>
<th>Date</th>
<th>Form #</th>
<th>Vendor</th>
<th>Type</th>
<th>Amount</th>
<th>Desc</th>
<th>Free Space</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>05/07/96</td>
<td>PURC</td>
<td>73708</td>
<td>0301</td>
<td>N</td>
<td>300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>04/16/96</td>
<td>PURC</td>
<td>73386</td>
<td>0301</td>
<td>N</td>
<td>300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>04/11/96</td>
<td>GREQ</td>
<td>73337</td>
<td>0301</td>
<td>N</td>
<td>203.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>04/11/96</td>
<td>IDCC</td>
<td>73316</td>
<td>0301</td>
<td>N</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**More detail for Sel #:** 1 (press PF10)

**Form #:** 73687 **COBJ:** 880301 from-date: 01/01/1999 thru-date: 12/31/2099

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

**BUD OPEN ORDH PLAN STND ACTL . FW RD RTRN ADTL PRINT RGT**

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1. If you would like to view more information about that detail, at **More Detail For Sel #**, enter the selection number associated with the detail.

   **Note:**

   This option is not available for open encumbrances.

Press **PF10** to view the detail.

**Detail From Line Number: 10**

**Fy:** 9596 **Acct:** 0184244 **UP** 10010 **Cobj:** 8301 **STATIONERY&OFFICE SUPPLIES**

**Rec Type:** ORDINARY ENCUMBRANCE **Dtl status:** POSTED **Dtl type:** PURC

| Amount: | 300.00 |
| Desc:   |       |
| Free space: |         |

**Form #:** 73687 **Vendor #:** 73687

**Encumb #:** 0301 **Vendor:** Invoice #: **Last Update:** 05/07/96

**Tieback #:** **PO #:** 0301 **Deposit:** Form Entered: 05/08/96

**Cent Ref #:** Check #: **Discount #:**

**ORS SysDoc #:** 73687 **Partial:** UnEncumber: N

**Acct Seq:** 3

**HIT ENTER TO RETURN**

**Note:**

The description and free space fields will be modifiable if the user has access to
UDFS. Modifying these fields on ISTR changes the description and free space on the selected detail only. There is no ripple down effect from ISTR.

Viewing Header Information

Press PF10 to view the header information such as fringe benefit rates and indirect cost rates.

This information is especially useful for restricted accounts.