

Inquire Structure Budget Report (ISTR)

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

- [Initial 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**.

```

ENTER ACCOUNT AND FISCAL YEAR FOR RECORD RETRIEVAL
05/13/96                               IBIS FINANCIAL SYSTEM          SSTR
12:08:11.1                             STRUCTURE BUDGET REPORT        MLP3

Budget Name:                             Structure Type:                Id:
Account Name:                             Title:

Select          Description          Year-to-date          Contract-to-date
                Balance                Balance

Enter Selection:  —
NEXT ACCT#:  — - 1 -  UP  100 10_  FY: 95 / 96  DATE: 07 / 01 / 1995
NEXT FUNCTION:  _____ (MENU,KEYS,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END  TOTL  DETL  BACK  FWRD  RTRN  HDR  PRNT  TOP

```

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

Press **Enter**.

```

ENTER ACCOUNT AND FISCAL YEAR FOR RECORD RETRIEVAL
05/13/96                               IBIS FINANCIAL SYSTEM          SSTR
12:09:00.1                             STRUCTURE BUDGET REPORT        MLP3

Budget Name: OFFICE ADM SYSTEMS          Structure Type:  UNIV          Id:  UNIV1
Account Name: UNIVERSITY FUNDS
Title: UNIVERSITY DEFAULT

Select          Description          Year-to-date          Contract-to-date
                Balance                Balance

1  OTHER FEES INCOME          0029          11,900.00-
2  TOTAL INCOME                11,900.00-
3  TOTAL SALARY
4  TOTAL WAGES
5  STATIONERY&OFFICE SUPPLIE  0301          2,703.24-
6  LABORATORY SUPPLIES        0303          100.00
7  RESALE SUPPLIES & MATERIA  0310          36,600.00-
8  TELEPHONE & TELEGRAPH      0321          100.00
9  POSTAGE AND MAILINGS       0322          750.00-
10 PREPD REG-CONF & SEM      0331          150.00-

Enter Selection:  2  Reposition to OBJ:  1  (UNIV)
NEXT ACCT#:  01 - 042 - 44 UP  100 10_  FY: 95 / 96  DATE: 07 / 01 / 1995
NEXT FUNCTION:  _____ (MENU,KEYS,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END  TOTL  DETL  BACK  FWRD  RTRN  HDR  PRNT  TOP

```

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:

<u>PF5</u>	allows you to view the total allotment for this line element.
<u>PF6</u>	allows you to view the details for this line element.
<u>F10</u>	allows you to view the header information such as fringe benefit rates and indirect costs for this account.

Viewing Total Allotment

```
9 POSTAGE AND MAILINGS      0322      750.00-
10 PREPD REG-CONF & SEM    0331      150.00-
Enter Selection: 1 Reposition to OBJ: _____ (UNIV)
NEXT ACCT#: 01 - 042 - 44 UP 10010_ FY: 95 / 96 DATE: 07 / 01 / 1995
NEXT FUNCTION: _____ (MENU,KEYS,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP MENU CMPS END TOTL DETL BACK FWRD RTN HDR PRNT TOP
```

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

Press **PF5** to view the total allotment for the line element selected.

STATIONERY&OFFICE SUPPLIE 0301		
	Year To Date Balance	Contract To Date Balance
Perm Budget	.00	.00
Temp Budget	.00	.00
<hr/>		
Total Budget	.00	.00
Standing Enc	1,500.00	.00
Planned Enc	.00	.00
Regular Enc	1,203.24	.00
Actual	.00	.00
<hr/>		
Total Enc&Act	2,703.24	.00
Balance	2,703.24-	.00
<hr/>		
PRESS ENTER TO EXIT		

Year To Date Balance:	Is the current fiscal year for general and restricted accounts.
Contract To Date Balance:	Is for restricted accounts which run for the contract begin date to contract end date.
Perm Budget:	Indicates what was permanently budgeted for this object code.
Temp Budget:	Indicates what was temporarily budgeted for this object code.
Total Budget:	Is a total of what was permanently and temporarily budgeted for this object code.
Standing Enc:	Indicates what standing encumbrance was entered for this object code .
Planned Enc:	Indicates what planned encumbrance was entered for this object code.
Reg Enc:	Indicates what ordinary encumbrances either through a form or UENC was entered on this object code.
Actual:	Indicates what amounts have been posted as actual expenditures or income .
Total Act & Enc:	Indicates the total amount of both actuals and encumbrances .

Balance:

Indicates the **Perm and Temp Budget minus the Encumbrances and Actuals.**

Viewing Details

```
9 POSTAGE AND MAILINGS      0322      750.00-
10 PREPD REG-CONF & SEM     0331      150.00-
Enter Selection: 1 Reposition to OBJ: _____ (UNIV)
NEXT ACCT#: 01 - 042 - 44 UP 10010_ FY: 95 / 96 DATE: 07 / 01 / 1995
NEXT FUNCTION: _____ (MENU,KEYS,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END TOTL DETL BACK FWRD RTRN HDR PRNT TOP
```

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

Press **PF6** to view the details for that line element.

```
PF8 TO PAGE FORWARD PF9 TO RETURN.
OPEN ENCUMBRANCE DETAILS FOR: STATIONERY&OFFICE SUPPLIE 0301 SSTR
Pure ID: UNIV1 TYPE: UNIV 01-042-44 UP 10010 UNIVERSITY DEFAULT
```

Sel	Type	Enc #/ Form #	Cobj	Original Enc	Actuals	Available Encumbrance	Date Expired
1	ORDM	71759	0301	300.00-		300.00-	00/00/00
2	ORDM	71761	0301	300.00-		300.00-	00/00/00
3	ORDM	71769	0301	300.00-		300.00-	00/00/00
4	ORDM	71783	0301	12.64		12.64	00/00/00
5	ORDM	72930	0301	200.00-		200.00-	00/00/00
6	ORDM	73216	0301	11.70		11.70	00/00/00
7	ORDM	73337	0301	203.60		203.60	00/00/00
8	ORDM	73386	0301	300.00		300.00	00/00/00
9	ORDM	73687	0301	300.00		300.00	00/00/00
10	ORDM	73689	0301	12.65		12.65	00/00/00
11	ORDM	73691	0301	300.00		300.00	00/00/00
12	ORDM	73688	0301	12.65		12.65	00/00/00
13	ORDM	73697	0301	300.00		300.00	00/00/00

```
Form #: _____ COBJ: _____ from-date: 01 / 01 / 1980 thru-date: 12 / 31 / 2099
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
BUD OPEN ORDM PLAN STND ACTL . FWRD RTRN ADTL PRNT RGHT
```

> 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.

PF8 TO PAGE FORWARD PF9 TO RETURN.


ORDINARY ENCUMBRANCE DETAILS FOR: MOVING EXPENSES 0453 SSTR

Pure ID: **UNIV1** Type: **UNIV 02-024-04 UP 100 10 UNIVERSITY DEFAULT**

Sel	Post Dte	Dtl Type	Enc #/ Form #	Desc	Cobj	Free Space	un enc	Page 1 Amount
1	03/23/98	PURC	85411		0453		N	100.00
2	03/23/98	PURC	85432		0453		N	100.00
3	03/19/98	PURC	85291		0453		N	100.00
4	03/19/98	PURC	85291	INCREASE	0453		N	200.00
5	03/19/98	PURC	85291	CANCEL	0453		N	300.00-
6	03/19/98	PURC	85291	REOPEN	0453		N	250.00
7	03/18/98	PURC	85222	INCREASE	0453		N	500.00
8	03/18/98	PURC	85222	INCREASE	0453		N	200.00
9	03/18/98	PURC	85222	CANCEL	0453		N	1,000.00-
10	03/18/98	PURC	85222	REOPEN	0453		N	2,000.00
11	03/18/98	PURC	85233		0453		N	10.00
12	03/18/98	PURC	85237		0453		N	100.00
13	03/17/98	PURC	85187		0453		N	10.00

More detail for Sel #: press PF10)
Form #: COBJ: from: **01 / 01 / 1980** thru: **12 / 31 / 2099**

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
BUD OPEN ORDN PLAN STND ACTL . FWRD RTRN ADTL PRNT RGHT

 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**.

9	05/07/96	PURC	73708	0301	N	300.00
10	05/06/96	PURC	73687	0301	N	300.00
11	04/16/96	PURC	73386	0301	N	300.00
12	04/11/96	GREQ	73337	0301	N	203.60
13	04/11/96	IDCC	73316	0301	N	200.00

More detail for Sel #: **1** (press PF10)
 Form #: _____ COBJ: _____ from-date: **01 / 01 / 1980** thru-date: **12 / 31 / 2099**
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 BUD OPEN ORDN PLAN STND ACTL . FWRD RTRN ADTL PRNT RGHT

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:	0104244 UP 10010
Cobj:	0301	STATIONERY&OFFICE SUPPLIE	
Rec Type:	ORDINARY ENCUMBRANCE	Dtl status:	POSTED
		Dtl type:	PURC
Amount:	300.00		
Desc:			
Free space:			
Form #:	73687	Vendor #:	
Encumb #:		Vendor:	
Tieback #:		Invoice #:	
Cent Ref #:		PO #:	
Discount \$:		Check #:	
OAS SysDoc#:	73687	Partial:	
Acct Seq:	3	UnEncumber:	N
Dates			
		Posted:	05/06/96
		Last Update:	05/07/96
		Deposit:	
		Form Entered:	05/06/96
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

```

  9 POSTAGE AND MAILINGS      0322      750.00-
 10 PREPD REG-CONF & SEM     0331      150.00-
Enter Selection: 1 Reposition to OBJ: ____ (UNIV)
NEXT ACCT#: 01 - 042 - 44 UP 10010_ FY: 95 / 96 DATE: 07 / 01 / 1995
NEXT FUNCTION: _____ (MENU,KEYS,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP MENU CMPS END TOTL DETL BACK FWRD RTRN HDR PRNT TOP

```

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

```

      ACCT: 01 - 042 - 44 UP 10010      FY: 95 / 96

ADMIN OFCR: J 6 AUGUSTON
PROJ CORR:
ACCT CREATE: 01 / 01 / 1980
ACCT BEGIN: 01 / 01 / 1980      PRECOST: 01 / 01 / 1980
ACCT END: 12 / 31 / 1999      PRECOST AMT: 5,000.00
ACCT CLOSE: 12 / 31 / 2099    PRECOST USED: .00
AWARD AMT: .00      PRECOST BAL: 5,000.00
GRANT #:
MATCH ACCT: 0104245 UP 10010
FRINGE BENEFITS:      INDIRECT COSTS:
      SAL: .00      CODE: NA
      NON-ACAD:      RATE: .00
      WAGE: .00      CAP:
      GRAD: .00      ARL: .00
SPON/AGCY:      GOVT USE: .00
CASH TYPE:      PRIME: .00
SUBAGENCY:      COST SHARING: .00

      PRESS ENTER TO EXIT

```

This information is especially useful for restricted accounts.