Maintain Structure Associations
(UASC)

The **UASC** function consists of the following sections:

- Structure Association Introduction
- Non-Global Add Association
- Non-Global Update Association
- Non-Global Inquiry Association
- Global Add Association
- Global Update Association
- Global Inquiry Association

Structure Association Introduction

Structure association is linking a structure created with ASTR to an account(s), cost center(s), or activity(ies) (activities are currently not available) so that the structure can capture the details for that entity in the structure format indicated.

- Eventually, an account can have as many structure associations as needed. Currently the users will be limited to three structures per an account. Structure associations to Cost Centers will not be limited.

- Non-global Association is a one-time association of a structure with an account, cost center or activity. From the date the association is entered until it is manually deleted or the structure ends, the structure will capture the financial data in that structure format.

- Global Association is an on-going association of a structure with a type of account in a given administrative area based on the budget number, fund number, fund type, agency code or mnemonic.

  For example, when a structure is globally associated with all 10010 funds within administrative area 024, every time a new 10010 is created, that structure will automatically be associated with the new account. A global association will associate the given structure with any account that fits the criteria until the global association is deleted.

Non-Global Add Association — UASC

A Non-Global Association is a one-time association to an account, cost center or mnemonic. The association is a nightly process and will be added at night.

At **NEXT FUNCTION** in the IBIS Admin menus in CCOM, type **UASC** (Maintain Structure Associations) and press **Enter.**

```
 04/29/96                    IBIS FINANCIAL SYSTEM                   UASC
 14:20:18.7             MAINTAIN STRUCTURE ASSOCIATIONS              MLP3


           ARE YOU PLANNING TO:   (SELECT ONE)

        ❶PF5  - NON-GLOBAL ADD     ASSOCIATION
          PF6  - NON-GLOBAL UPDATE  ASSOCIATION
          PF7  - NON-GLOBAL INQUIRY ASSOCIATION

          PF10 - GLOBAL ADD     ASSOCIATION
          PF11 - GLOBAL UPDATE  ASSOCIATION
          PF12 - GLOBAL INQUIRY ASSOCIATION

     NON-GLOBALS are one-time associations to accounts, cost centers, mnemonics.


     GLOBALS are on-going associations for admn area# by budget,
             fund, agency, or mnemonic.

  NEXT FUNCTION: _____  (MENU,KEYS,END)
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP  MENU  CMPS  END   NADD  NUPD  NINQ  .     .     GADD  GUPD  GINQ
```

1. Press **PF5** to add a non-global association.

```
PRESS <PF1> TO SELECT THE PURE STRUCTURE YOU WANT TO ASSOCIATE
  04/29/96                    IBIS FINANCIAL SYSTEM                    UASC
  15:48:55.1                NON-GLOBAL ADD ASSOCIATIONS                MLP3

  CREATOR STRUCTURE                      COST    COST CENTER/
    ID     ID          ACCOUNT      OR  CENTER  OR  ACTIVITY  OR MNEMONIC
  ====== ====❶=== ========================= ===== ========== ========== =======
         ____    ___ - ___ - ___ - ___   _____  _____  _____
                 ___ - ___ - ___ - ___   _____  _____  _____
                 ___ - ___ - ___ - ___   _____  _____  _____
                 ___ - ___ - ___ - ___   _____  _____  _____
                 ___ - ___ - ___ - ___   _____  _____  _____
                 ___ - ___ - ___ - ___   _____  _____  _____
                 ___ - ___ - ___ - ___   _____  _____  _____
                 ___ - ___ - ___ - ___   _____  _____  _____
                 ___ - ___ - ___ - ___   _____  _____  _____
                 ___ - ___ - ___ - ___   _____  _____  _____
                 ___ - ___ - ___ - ___   _____  _____  _____

  FISCAL YEAR: 95 / 96
  NEXT FUNCTION: _____ <MENU,KEYS,END>
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP  MENU  CMPS  END   TITL  CCTR  BACK  FWRD  RTRN  CNCL  PRNT  PROC
```
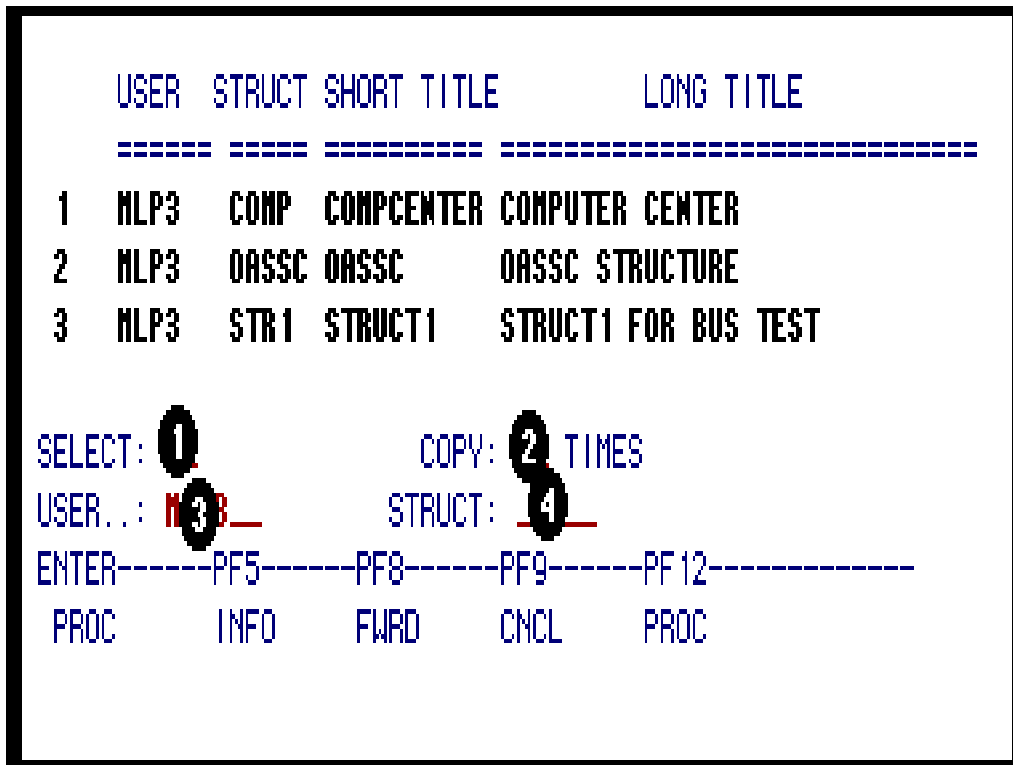
1. Place your cursor on the **Structure ID** field and press **PF1** for a pop up window listing all the available structures.

   > Note:
   You must press **PF1** whenever you want to add any structure IDs. If you simply type the structure ID name, the system won't recognize it.

Using PF1 at Structure ID

```
        USER  STRUCT SHORT TITLE          LONG TITLE
        ====== ===== ========== ==============================
    1   MLP3   COMP  COMPCENTER COMPUTER CENTER
    2   MLP3   OASSC OASSC      OASSC STRUCTURE
    3   MLP3   STR1  STRUCT1    STRUCT1 FOR BUS TEST


    SELECT: (1)_                  COPY: (2) TIMES
    USER..: M(3)_            STRUCT: _(4)_
    ENTER------PF5------PF8------PF9------PF12-------------
     PROC       INFO     FWRD     CNCL     PROC
```

This pick list help screen will view all the structures you have created and you can also select other non-confidential structures created by other individuals. You can only associate those structures to which you have been identified as alternate creator or those structures which you have created.

1. At **Select**, enter the number indicated next to the structure you want to associate.

2. At **Copy/Times**, enter the number of times you want this structure copied to the screen to associate. If this field is left blank, it will automatically default to one.

3. At **User**, enter the user id of the individual who you would like to view their structures.

   > Note:
   Press **Enter** to get the list of structures.

4. At **Struct**, enter the structure name to bring up that specific structure.

   > Note:
   A userID must be entered in the **USER** field.

   Press **Enter** to bring up the specific structure entered.

   Once the structure is selected, press PF12 to process your request onto the Non-Global Add screen.

Other Functions

Press **PF5** to get an explanation of the fields on the help pick list.

Press **PF8** to page forward through the list of structures.

Press **PF9** to cancel the help pick list and return to the Non-Global Add screen.

```
 04/29/96                   IBIS FINANCIAL SYSTEM                 UASC
 14:25:55.3              NON-GLOBAL ADD ASSOCIATIONS               MLP3

 CREATOR STRUCTURE                       COST      COST CENTER/
   ID      ID          ACCOUNT       OR  CENTER OR  ACTIVITY  OR MNEMONIC
 ======  =====  =====================  ==========  ==========  =======
 MLP3    STR1_   01 - 042 - 44_ U❷100 10_      ❸             ❹
 MLP3    STR1_   01 - 042 - 45_ UP  100 10_ _____  _____
 MLP3    STR1_   __ - __ - __ __ ____  BUSTEST___  _____
 MLP3    STR1_   __ - __ - __ __ ____  BUS 1_____  _____
 MLP3    STR1_   __ - __ - __ __ ____  BUS2_____  _____
 MLP3    STR1_   __ - __ - __ __ ____  BUS3_____  _____
 _____  ____   __ - __ - __ __ ____  _____  _____
 _____  ____   __ - __ - __ __ ____  _____  _____
 _____  ____   __ - __ - __ __ ____  _____  _____
 _____  ____   __ - __ - __ __ ____  _____  _____
 _____  ____   __ - __ - __ __ ____  _____  _____
 _____  ____   __ - __ - __ __ ____  _____  _____

   FISCAL YEAR: 95 / ❺
   NEXT FUNCTION: _____ (MENU,KEYS,END)
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP  MENU  CMPS  END   TITL  CCTR  BACK  FWRD  RTRN  CNCL  PRNT  PROC
```

2. At **Account**, enter the account (budget and fund) that you want associated to the structure id entered.

   > Note:
   Press **PF1** to get a list of all the current accounts that exist.

   -- or --

3. At **Cost Center**, enter the cost center you created with UCCA that you want associated to the structure id entered.

   > Note:
   Press **PF1** to get a list of all of the Cost Centers.

   -- or --

4. At **Mnemonic**, enter the mnemonic that you want associated to the structure id entered. **Do not do this unless you want to associate this structure to every account in your mnemonic!**

   > Note:
   Press **PF1** to get a list of all the current mnemonics.

5. At **Fiscal Year**, specify the fiscal year of the associated structure. This field was included so that users can associate to the NEXT fiscal year during the last couple months of the current fiscal year.
   Example:
   In April, users can associate to 99/00 so that they can process next year's standing orders.

   Press PF12 to associate the structure ids with the account, cost center or mnemonic entered.

Other Functions

Once the associations have been added successfully, press **PF5** to receive title information.

Press **PF9** to return to the UASC screen.

Press **PF10** to cancel any information entered.

Press **PF11** to print the structure associations entered.

Non-Global Update Association — UASC

A Non-Global Association is a one-time association to an account, cost center or mnemonic. Once a Non-Global Association is created or added, you can use the UASC function to update these associations **before** the nightly association is done.

At **NEXT FUNCTION**, type **UASC** (Maintain Structure Associations) and press **Enter.**

```
ARE YOU PLANNING TO:  (SELECT ONE)

PF5   - NON-GLOBAL ADD      ASSOCIATION
①PF6   - NON-GLOBAL UPDATE   ASSOCIATION
PF7   - NON-GLOBAL INQUIRY ASSOCIATION


PF10 - GLOBAL ADD       ASSOCIATION
PF11 - GLOBAL UPDATE    ASSOCIATION
PF12 - GLOBAL INQUIRY   ASSOCIATION
```

1. Press **PF6** to update a non-global association.

```
04/29/96                    IBIS FINANCIAL SYSTEM                      UASC
14:35:54.1                NON-GLOBAL UPDATE ASSOCIATIONS                MLP3

CREATOR STRUCTURE                          COST      COST CENTER/
  ID     ID          ACCOUNT          OR  CENTER  OR  ACTIVITY  OR MNEMONIC
====== =====  ========================  ==========  ==========   =======
MLP3   S②1_   01 - 042 - 44_ UP 100 10_  _____              _____
MLP3   STR1_  01 - 042 - 45_ UP 100 10_  _____              _____
MLP3   STR1_  __ - ___ - __ __ _____  BUSTEST.___               _____
MLP3   STR1_  __ - ___ - __ __ _____  BUS1_____               _____
MLP3   STR1_  __ - ___ - __ __ _____  BUS2_____               _____
MLP3   STR1_  __ - ___ - __ __ _____  BUS3._____               _____
_____ _____  __ - ___ - __ __ _____  _____                _____
_____ _____  __ - ___ - __ __ _____  _____                _____
_____ _____  __ - ___ - __ __ _____  _____                _____
_____ _____  __ - ___ - __ __ _____  _____                _____
_____ _____  __ - ___ - __ __ _____  _____                _____
_____ _____  __ - ___ - __ __ _____  _____                _____

  FISCAL YEAR: 95 / 96①
NEXT FUNCTION: _____  (MENU,KEYS,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  CMPS  END   TITL  CCTR  BACK  FWRD  RTRN  CNCL  PRNT  PROC
```

1. At **Fiscal Year**, enter the fiscal year of the associations you would like to update and press **Enter**.

   The association for that fiscal year will appear and can be modified.

2. Press **PF1** while the cursor is on the **Structure ID** field if you want to change the ID.

   > Note:
   You must press **PF1** whenever you want to change any structure IDs. If you simply type the structure name, the system won't recognize it.

Using PF1 at Structure ID

```
     USER  STRUCT SHORT TITLE         LONG TITLE
     ====== ===== ==========  ==============================
  1    NLP3   COMP  COMPCENTER COMPUTER CENTER
  2    NLP3   OASSC OASSC      OASSC STRUCTURE
  3    NLP3   STR1  STRUCT1    STRUCT1 FOR BUS TEST


  SELECT: ❶               COPY: ❷ TIMES
  USER..: N❸B_          STRUCT: ❹_
  ENTER------PF5------PF8------PF9------PF12-------------
   PROC       INFO     FWRD     CNCL     PROC
```

This pick list help screen will view all the structures you have created and you can also select other non-confidential structures created by other individuals.

1. At **Select**, enter the number indicated next to the structure you want to associate.

2. At **Copy/Times**, enter the number of times you want this structure copied to the screen to associate. If this field is left blank, it will automatically default to one.

3. At **User**, enter the user ID of the individual who you would like to view their structures.

   > Note:
   Press **Enter** to get the list of structures.

4. At **Struct**, enter the structure name to bring up that specific structure.

   > Note:
   A userID must be entered in the **USER** field.

   Press **Enter** to bring up the specific structure entered.

   Once the structure is selected, press PF12 to process your request onto the Non-Global Update screen.

Other Functions

Press **PF5** to get an explanation of the fields on the help pick list.

Press **PF8** to page forward through the list of structures.

Press **PF9** to cancel the help pick list and return to the **Non-Global Update** screen.

```
04/29/96                   IBIS FINANCIAL SYSTEM                     UASC
14:35:54.1              NON-GLOBAL UPDATE ASSOCIATIONS               MLP3

CREATOR STRUCTURE                           COST      COST CENTER/
  ID       ID        ACCOUNT         OR    CENTER  OR  ACTIVITY  OR MNEMONIC
======  =====  =======================  ========== =========== =======
MLP3    STR 1_  01 - 042 - 44❸UP 100 10_  _____            _____
MLP3    STR 1_  01 - 042 - 45_ UP 100 10_  _____            _____
MLP3    STR 1_  __ - __ - __ __ _____    BUSTEST❹              _❺____
MLP3    STR 1_  __ - __ - __ __ _____    BUS 1_____            _____
MLP3    STR 1_  __ - __ - __ __ _____    BUS2_____            _____
MLP3    STR 1_  __ - __ - __ __ _____    BUS3_____            _____
               __ - __ - __ __ _____    _____            _____
               __ - __ - __ __ _____    _____            _____
               __ - __ - __ __ _____    _____            _____
               __ - __ - __ __ _____    _____            _____
               __ - __ - __ __ _____    _____            _____
               __ - __ - __ __ _____    _____            _____


   FISCAL YEAR: 95 / 96
   NEXT FUNCTION: _____ (MENU,KEYS,END)
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP   MENU  CMPS  END   TITL  CCTR  BACK  FWRD  RTRN  CNCL  PRNT  PROC
```

3. The **Account**, previously entered when you added the non-global association will appear and can be modified.

   > Note:
   Press **PF1** to get a list of all the current accounts that exist.

   -- or --

4. The **Cost Center**, previously entered when you added the non-global association will appear and can be modified.

   > Note:
   Press **PF1** to get a list of all of the Cost Centers.

   -- or --

5. The **Mnemonic**, previously entered when you added the non-global association will appear and can be modified. **Entering anything into this field will cause you to associate this structure to every account in your mnemonic!**

   > Note:
   Press **PF1** to get a list of all the current mnemonics.

   Press PF12 to update the non-global associations.

Other Functions

Press **PF5** to receive title information.

Press **PF9** to return to the UASC screen.

Press **PF10** to cancel any information entered.

Press **PF11** to print the structure associations entered.

Non-Global Inquiry Association — UASC

A Non-Global Association is a one-time association to an account, cost center or mnemonic. Once a Non-Global Association is created or added, you can use the UASC function to inquire these associations **before** the nightly association is completed.

At **NEXT FUNCTION**, type **UASC** (Maintain Structure Associations) and press **Enter.**

```
ARE YOU PLANNING TO:   (SELECT ONE)

   PF5  - NON-GLOBAL ADD      ASSOCIATION
   PF6  - NON-GLOBAL UPDATE   ASSOCIATION
 ❶ PF7  - NON-GLOBAL INQUIRY  ASSOCIATION

   PF10 - GLOBAL  ADD         ASSOCIATION
   PF11 - GLOBAL  UPDATE      ASSOCIATION
   PF12 - GLOBAL  INQUIRY     ASSOCIATION
```

1. Press **PF7** to inquire a non-global association. Once the nightly batch is processed, you can use **ISTR** function to view the structures that are associated.

```
PLACE CURSOR ON LINE AND PRESS PF5 TO VIEW TITLES
   04/29/96                    IBIS FINANCIAL SYSTEM                    UASC
   14:50:17.4              INQUIRE NON-GLOBAL ASSOCIATIONS               MLP3

   CREATOR STRUCTURE                              COST      COST CENTER/
      ID      ID         ACCOUNT          OR    CENTER   OR  ACTIVITY OR MNEMONIC
  ❶ ======  =====   =======================      ==========   ==========   ========
  _ MLP3     STR1    01 -042 -44 UP   100 10
  _ MLP3     STR1    01 -042 -45 UP   100 10
  _ MLP3     STR1                            BUSTEST
  _ MLP3     STR1                            BUS1
  _ MLP3     STR1                            BUS2
  _ MLP3     STR1                            BUS3




   FISCAL YEAR: 95 /  96
  NEXT FUNCTION: _____ (MENU,KEYS,END)
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP  MENU  CMPS  END   TITL   .    BACK  FWRD  RTRN   .      PRNT   .
```

1. Place the cursor on the line of the Structure and press **PF5** to view the Structure title information including the begin and end date. (Pictured below).

Press **PF9** to return to the UASC screen.

Press **PF11** to print the inquiry screen.

```
TITLES FOR LINE: 1
SHORT TITLE         LONG TITLE              BEGIN DATE        END DATE
===========  ============================= ==============   ==============
 STRUCT1     STRUCT1 FOR BUS TEST          01 / 01 / 1980   12 / 31 / 2099
             PRESS ENTER TO EXIT
```

Global Add Association — UASC

Global Association is an on-going association of a structure with a type of account in a given administrative area based on the budget number, fund number, fund type, agency code or mnemonic.

At **NEXT FUNCTION**, type **UASC** (Maintain Structure Associations) and press **Enter.**

```
ARE YOU PLANNING TO:   (SELECT ONE)

PF5   - NON-GLOBAL ADD      ASSOCIATION
PF6   - NON-GLOBAL UPDATE   ASSOCIATION
PF7   - NON-GLOBAL INQUIRY ASSOCIATION

①PF10 - GLOBAL ADD      ASSOCIATION
PF11 - GLOBAL UPDATE   ASSOCIATION
PF12 - GLOBAL INQUIRY ASSOCIATION
```

1. Press **PF10** to add a global association.

Global Association is accomplished in the same steps as a non-global association. See the [non-global add association](#) instructions for more information on adding an association.

Global Update Association — UASC

Global Association is an on-going association of a structure with a type of account in a given administrative area based on the budget number, fund number, fund type, agency code or mnemonic.

At **NEXT FUNCTION**, type **UASC** (Maintain Structure Associations) and press **Enter.**

```
ARE YOU PLANNING TO:   (SELECT ONE)

PF5   - NON-GLOBAL ADD      ASSOCIATION
PF6   - NON-GLOBAL UPDATE   ASSOCIATION
PF7   - NON-GLOBAL INQUIRY ASSOCIATION

PF10 - GLOBAL ADD      ASSOCIATION
①PF11 - GLOBAL UPDATE   ASSOCIATION
PF12 - GLOBAL INQUIRY ASSOCIATION
```

1. Press **PF11** to update a global association.

Updating a global association is accomplished in the same steps as a non-global association. See the [non-global update association](#) instructions for more information on updating an association.

Global Inquiry Association — UASC

Global Association is an on-going association of a structure with a type of account in a given administrative area based on the budget number, fund number, fund type, agency code or mnemonic.

Once a Global Association is created or added, you can use the UASC function to inquire these associations **after** the nightly association is completed.

At **NEXT FUNCTION**, type **UASC** (Maintain Structure Associations) and press **Enter.**

```
ARE YOU PLANNING TO:   (SELECT ONE)

PF5   - NON-GLOBAL ADD      ASSOCIATION
PF6   - NON-GLOBAL UPDATE   ASSOCIATION
PF7   - NON-GLOBAL INQUIRY ASSOCIATION

PF10  - GLOBAL ADD         ASSOCIATION
PF11  - GLOBAL UPDATE   ASSOCIATION
❶PF12  - GLOBAL INQUIRY ASSOCIATION
```

1. Press **PF12** to inquire a global association once the nightly association is completed.

```
04/30/96                    IBIS FINANCIAL SYSTEM                    UASC
13:39:02.6                INQUIRE GLOBAL ASSOCIATIONS                MLP3

CREATOR STRUCTURE                    --FUND RANGE--  FUND
   ID     ID   ADMN      BUDGET      -FUND1  FUND2-  TYPE    AGCY     MNEMONIC
======  =====  ====  ==============  ==============  ====  ==========  =======
MLP3    COMP   046   01 -042 -44 UP  100 10   10020




















   FISCAL YEAR: 95 /  96
   NEXT FUNCTION: _____ (MENU,KEYS,END)
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP   MENU  CMPS  END   .     .     BACK  FWRD  RTRN  .     PRNT   .
```

Press **PF9** to return to the UASC screen.

Press **PF11** to print the inquiry screen.

Last Revised: 10/26/2003