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**

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**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.

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

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.

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

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**
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.

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.

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**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**.

![Menu Options]

| PF5 | - NON-GLOBAL ADD ASSOCIATION |
| PF6 | - NON-GLOBAL UPDATE ASSOCIATION |
| PF7 | - NON-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.
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.

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.
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.

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**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**.

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.

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**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.

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

Press PF9 to return to the UASC screen.

Press PF11 to print the inquiry screen.

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