Update Direct Bill Authorization (UDBA)

```
07/25/00              INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
11:14:28.7                                                            CDJ3


     Any of the functions included in this system can be invoked by
      entering the corresponding function code on the command line next
      to 'NEXT FUNCTION:'. The following functions are available:


   FUNCTION          DESCRIPTION              FUNCTION          DESCRIPTION
   _____  _____          _____  _____
    FORM     Help Selecting HRS Forms          M2PI     Property Inventory
    M2AH     IBIS Adhoc Functions              M2PR     Purchasing System
    M2AS     EASY  Elec. Appr. System          M2VA     Vendor System
    M2BG     Budgeting System                  BAMM     Budget Planning: BudAuto
    M2FN     Financial System                  M2IM     Inventory Management
    M2FS     Facilities System                 CODE     Codeset Maint. System
    M2HR     Human Resources System            M2NC     Nat Conn. Applications
    M2PA     Payroll System                    M2PE     Pay & Effort Functions




   NEXT FUNCTION: UDBA_____    PREV MENU: NONE
   Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9---PF10--PF11--PF12---
        HELP MENU CMPS END  .    .    .    .    .    KEYS  PRNT   .
```

UDBA Update Direct Bill Authorization is used to update the authorization for an individual. Enter the required information and press "PF12."

```
ENTER 'ACCESS ID' AND 'ROUTING BUDGET' AND PRESS 'ENTER'
                    IBIS FINANCIAL MAINTENANCE SYSTEM              Page 1
                    UPDATE DIRECT BILL AUTHORIZATION               UDBA
    FORM ACTION: ①        DOCUMENT#:              UNIT:       CONFIDENTIAL: Y ②
  NEXT APPROVER: ③_____    EFF DATE: 07 / 29 / 2002    DOCUMENT STATUS:


  Access ID: ④_____  Name: ⑤                    Status:
  Routing Budget: __ - ___ - ___  UP          ⑧  Admin Area:
  Date Entered: ⑦_____  Dept. Updating Authorization: _____ ⑥
  Dept. Contact: _____  Suspend All: _  Dept Phone: ___ ___ - ___ ⑨
  CURRENT:                                CHANGE TO:
  Adm Area Mnemonic Auth $ Limit Inf Auth  Suspend Mnemonic Auth $ Limit Inf Auth
  -------- -------- ------------ --- ----  ------- -------- ------------ --- ----
                                              _    _____ _____  _
                                              _    _____ _____  _
                                              _    _____ _____  _
                                              _    _____ _____  _
                                              _    _____ _____  _
                                              _    _____ _____  _
                                              _    _____ _____  _
                                              _    _____ _____  _
                                              _    _____ _____  _
                                              _    _____ _____  _

    NEXT FUNCTION: _____  (MENU, KEYS, END)
```

1. Form Action. Enter "ADD."
2. Confidential. Default will be "Y" (Yes), but can be modified to "N" (No).
3. Next Approver. Enter the userID of the person from whom you want the form to be approved, when they are different from the default approver.
4. Access ID. This is a **required** field. Enter the userID of the individual who is being updated.
5. Routing Budget. Enter the budget to be used for routing purposes; based on the budget entered. EASY will determine the appropriate approval path for the form to route.
6. Dept. Issuing Authorization. This is a **required** field. This field should indicate the department making the authorization. This field is not edited for specific titles, and you cannot leave it blank.

7. Dept. Contact. Enter the contact person for the department.

8. Suspend All. Enter an **"X"** when you are going to suspend all direct bill authorizations. If you are not suspending **all**, leave blank.

9. Dept. Phone. This is a **required** field. Enter the telephone number of the department.

After pressing "PF12," the screen will display the individual's authorization.

```
PLEASE PRESS 'PF12' TO PROCESS FORM
                    IBIS FINANCIAL MAINTENANCE SYSTEM                    Page 1
                    UPDATE DIRECT BILL AUTHORIZATION                     UDBA
     FORM ACTION: ADD      DOCUMENT#:                 UNIT: MS         CONFIDENTIAL: Y
   NEXT APPROVER:            EFF DATE: 07 / 29 / 2002        DOCUMENT STATUS:


    Access ID: ABC0610    Name: Joe Jones                    Status:
    Routing Budget: 01 - 042 - 44_ UP              Admin Area: 046
    Date Entered: 7/29/2002          Dept. Updating Authorization: cac
    Dept. Contact: Jill Jackson          Suspend All: _ Dept Phone: 814-865 - 0110
    CURRENT:                                    CHANGE TO:
    Adm Area Mnemonic Auth $ Limit Inf Auth  Suspend Mnemonic Auth $ Limit Inf Aut
    -------- -------- ------------ --------  -------- -------- ------------ -------
      046      OTC        5000.00      N        ①  _   ②           ③             ④  _
      046      CAC        5001.00      N           _              _
      046      MS         5002.00      N           _              _
                                                  _              _
                                                  _              _
                                                  _              _
                                                  _              _

     NEXT FUNCTION:                                          (MENU, KEYS, END)
```

1. Suspend. Enter an "X" to indicate the item being suspended.

2. Mnemonic. Enter the name of the mnemonic to be updated.

3. Authorization Dollar Limit. Enter the new dollar amount.
4. Informal Authorization. Enter a "Y" or "N."

After making the desired changes, press "PF12" to process. A message will appear at the top of the screen - **FORM HAS BEEN CREATED**. To submit the form: enter **SUB** in the **FORM ACTION** field and press "PF12." A message will appear - **FORM HAS BEEN SUBMITTED FOR APPROVAL**.

Last Revised: 07/22/2003