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: ⑥
  Date Entered: ⑦_____  Dept. Updating\Authorization: _____
  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
   -------- -------- ------------ --------  ------- -------- ------------ -------
                                              ①       ②        ③            ④
     046      OTC       5000.00       N       _      _____  _____   _
     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