

Maintain Description/Overdraft (UDOD)

The **UDOD** function is used to change the structure element description on a structure in Structured IBIS and/or change the overdraft control on a structure in Structured IBIS or on a central object code or object category in Client Server IBIS.

At **NEXT FUNCTION**, type **UDOD** (Maintain Description/Overdraft) and press **Enter**.

```

ENTER ACCOUNT AND FISCAL YEAR AND PRESS 'ENTER'
 05/08/96                               IBIS FINANCIAL SYSTEM           UDOD
11:48:27.7                             UPDATE ELEMENT DESCRIPTION AND OVERDRAFT CONTROL   MLP3

Budget Name:                               Structure Type:
Account Name:
Pure id:      Title:

Line Number      Structure Element      Over draft
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NEXT ACCT#: 01 - 042 - 44_UP 10010_ FY: 95 / 96
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP MENU CMPS END . CNCL BACK FWRD RTRN TOP PRNT PROC
  
```

1. At **NEXT ACCT #**, enter the account (budget/fund) associated with the structure you want to change.
2. The **FY** (fiscal year) will default to the current fiscal year but can be modified.

Press Enter.

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ENTER A NUMBER AND PF12 TO SELECT A STRUCTURE
05/08/96                                UD00
14:17:57.1                              MLP3
                                IBIS FINANCIAL SYSTEM
                                SELECT ACCOUNT

*-Online                                Select which structure to view
C-Closed
Select
      Pure-id  -----Long Title-----  Type  Mnemonic/  Admin
      Pure-id  -----Long Title-----  Type  Cost-Center  Activity  Area
*  1  UNIV1  UNIVERSITY DEFAULT  UNIV
  2  USTR  TEST  COST  TEST2  048
  3  USTR  TEST  COST  TEST4  046
  4  OASSC  OASSC STRUCTURE  COST  PRINTING  046
  5  RAWS1  TEST 1  ACCT
  6  USTR  TEST  COST  STEVE2  046
  7  COMP  COMPUTER CENTER  ACCT
  8  OASSC  OASSC STRUCTURE  COST  CLIENT  046
  9  OASSC  OASSC STRUCTURE  COST  COFFEE  046

Enter Selection: 1
                ACCT#: 01 - 042 - 44 UP 10010_ FY: 95 / 96
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  CMPS  END  .  .  .  FWRD  RTRN  TOP  .  PROC

```

For **Structured IBIS**, you will receive a list of all structures that are associated with the account entered on the previous page.

For **Client Server IBIS**, you will receive a list of university structure and all Cost Centers associated to the account.

1. At **Enter Selection**, enter the select number associated with the structure or cost center that you want to modify.

Press Enter.

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'PF7' PAGE BACK  'PF8' PAGE FORWARD  'PF9' RETURN  'PF12' PROCESS
05/08/96
14:19:00.6      IBS FINANCIAL SYSTEM
UPDATE ELEMENT DESCRIPTION AND OVERDRAFT CONTROL      UDOD
                                                         MLP3

Budget Name: OFFICE ADM SYSTEMS      Structure Type: ACCT
Account Name: UNIVERSITY FUNDS
Pure id: COMP Title: COMPUTER CENTER

Line Number      Structure Element      Over draft
1      INCOME_____ ①_____ ②_____
2      SALARIES_____  N
3      GRAD ASSISTS_____  N
4      WAGES_____  N
5      TOTAL SALARIES AND WAGES_____  N
6      SUPPLIES_____  N
7      PENCILS/PENS_____  N
8      OTHER OFFICE SUPPLIES_____  N
9      MISCELLANEOUS SUPPLIES_____  N
10     UNASSIGNED INCOME_____  N

NEXT ACCT#: 01 - 042 - 44 UP 10010_ FY: 95 / 96
NEXT FUNCTION: _____ (MENU,KEYS,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END . CNCL BACK FWRD RTN TOP PRNT PROC

```

1. In **Structured IBIS**, you can modify the description of the **Structure Elements**.
2. In **Structured IBIS**, you can modify the **Over Draft** control on the structure line elements.

In **Client Server IBIS**, you can modify the **Over Draft** control on central object codes or object categories on the account or object categories on the Cost Centers.

Press PF12 to process your changes.

You will receive the message:

Changes have been processed.

Other Functions

- Press **PF7** to page backwards through the structure.
- Press **PF8** to page forward through the structure.
- Press **PF9** to return to the first **UDOD** screen.
- Press **PF10** to return to the top of the structure.
- Press **PF11** to print this structure.

Last Revised: 10/26/2003