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										
Budget Name: Account Name: Pure id: Ti	tle:					Struct	une Ty	ype:		
Line Number MEXT ACCT#: MEXT FUNCTION:		Structu				Over		(HENU, KEYS, END		
Enter-PF1PF2 HELP MENU	-PF3		PF6 CNCL	-PF7 BACK	-PF8 FWRD	-PF9 RTRN				

- 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.

ENTER A NUMBE 05/08/96 14:17:57.1	UDOD MLP3										
*-Online Select which structure to view											
C-Closed											
Select			Mnemonic/								
Pure-id	Long Title			Activity Area							
* 1 UNIV1	UNIVERSITY DEFAULT	UNIV									
2 USTR	TEST	COST	TEST2	048							
3 USTR	TEST	COST	TEST4	946							
4 OASSC	OASSC STRUCTURE	COST	PRINTING	946							
5 RAWS1	TEST 1	ACCT									
6 USTR	TEST	COST	STEVE2	946							
7 COMP	COMPUTER CENTER	ACCT									
8 OASSC	OASSC STRUCTURE	COST	CLIENT	946							
9 OASSC	OASSC STRUCTURE	COST	COFFEE	946							
Enter Selection: 1 ACCT#: 01 - 042 - 44 UP 10010_ FY: 95 / 96 NEXT FUNCTION: (HENU, KEYS, END) Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 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.

```
'PF7' PAGE BACK
                  'PF8' PAGE FORWARD
                                                      'PF 12' PROCESS
                                       'PF9' RETURN
  05/08/96
                              IBIS FINANCIAL SYSTEM
                                                                          UDOD
 14:19:00.6
                 UPDATE ELEMENT DESCRIPTION AND OVERDRAFT CONTROL
                                                                          MLP3
 Budget Name: OFFICE ADM SYSTEMS
                                                       Structure Type: ACCT
Account Name: UNIVERSITY FUNDS
Pure id: COMP Title: COMPUTER CENTER
                            Structur<u>e</u> Element
                                                        Over draft
     Line Number
                       INCOME.
          1
                       SALARIES.
          3
                       GRAD ASSISTS.
          4
                       WAGES_
          5
                       TOTAL SALARIES AND NAGES.
          6
                       SUPPLIES.
          7
                         PENCILS/PENS.
                         OTHER OFFICE SUPPLIES.
          8
          9
                         MISCELLANEOUS SUPPLIES.
                       UNASSIGNED INCOME.
      MEXT ACCT#: 01 - 042 - 44 UP 10010_ FY: 95 / 96
   MEXT FUNCTION:
                                                                  (HENU,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. 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