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**.

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.**
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.**
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.
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