Penn State
Financial: Getting Started with Using IBIS on the Mainframe (CCOM)
Delivered by ITLD for Penn State

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Overview of IBIS Financial Concepts

OBJECTIVES
Participants will be able to
- Describe basic IBIS financial concepts
- Add and Submit a completed SRFC form
- Complete the FANS resolution process on electronic forms

BASIC IBIS FINANCIAL CONCEPTS

Slide 1

**IBIS Features**

- On-line Access
- Integrated Database
- Elimination of Redundant Data Entry
- Reduced Use of Paper
- Faster Processing
- Customized Reporting
- Security of Confidential Data

Slide 2

**Account Number**

- Account Number = Budget + Fund
- Budget: 02 – 012 – 32 UP
- Fund: 10010

Account Number: 02-015-32 UP 10010
Central Object Codes

- These are university wide codes that allow us to collect data for a variety of purposes. These are required on ALL forms.
  - 00xx’s: Income
  - 01xx’s: Salaries
  - 02xx’s: Wages
  - 03xx’s-06xx’s: Department Allotment
  - 07xx’s: Equipment
  - 08xx’s: Capital
  - 09xx’s: Indirect Costs
  - 0xxB’s: Budget Codes

Cost Centers

- Cost Centers are used to organize an entire account. This is done regardless of the Central Object Code that is being used.

<table>
<thead>
<tr>
<th>Group</th>
<th>Code 1</th>
<th>Code 2</th>
<th>Code 3</th>
<th>Code 4</th>
<th>Code 5</th>
<th>Code 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>04-015-51</td>
<td>UP</td>
<td>417A0</td>
<td>08-066-01</td>
<td>UP</td>
<td>10010</td>
</tr>
<tr>
<td>EMS</td>
<td>King</td>
<td>Lane</td>
<td>Madden</td>
<td>Peyton</td>
<td>Maryland</td>
<td>N Carolina</td>
</tr>
</tbody>
</table>

Sub-Objects

- Sub-Objects are created to break down the Central Object Codes. These will only apply to the Central Object Codes and Accounts they are assigned to.

<table>
<thead>
<tr>
<th>Group</th>
<th>Supplies</th>
<th>EMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0301 – 0310</td>
<td>Pens</td>
<td>EMS</td>
</tr>
<tr>
<td>Pensil</td>
<td>Pencils</td>
<td>Police</td>
</tr>
<tr>
<td>Paper</td>
<td>Other supplies</td>
<td>Officials</td>
</tr>
</tbody>
</table>
Slide 6

Resolution

FANS
Financial Account Numbers

FANS is the process that allows transactions to be resolved to the various sub accounting options:

Cost Centers
Sub-Objects

Slide 7

EASY Approval Path

Processed
Account Operations
Approved
Financial Officer
Approved
Budget Administrator
Approved
Departmental Approval (Default Approval)
Staff Assistant in Mechanical Engineering

Slide 8

Logging into IBIS
Example - SRFC

• Special Request for Check (SRFC)

  • Example: Jamie Q. Murray, an individual (123 Main Street State College, PA 16801 SSN – 123-45-6789), bought a book from the Bindings Bookstore for the Intercollegiate Initiative. The title of the book is *College Collaboration – A Complete Guide*. Use object code 0345 (Books). The total cost of the book was $45.72. Indicate in the Department Free Space that this was a purchase of Books.

• Resolution in FANS

INPUTTING ELECTRONIC FORMS

Practice Exercise 1

SRFC

Complete the following SRFC. Be sure to resolve the transaction using the information provided. Use the Supporting Documentation Sheet for the account numbers.

Jamie Q. Murray, an individual (123 Main Street State College, PA 16801 SSN – 123-45-6789), bought a book from the Bindings Bookstore for the Intercollegiate Initiative. The title of the book is *College Collaboration – A Complete Guide*. Use object code 345 (Books). The total cost of the book was $45.72. Indicate in the Department Free Space that this was for *Books*. 
RESOLVING IN FANS

Certain transactions in IBIS need to be resolved. This is done by a process called Financial Account Numbers (FANS). When completing the FANS process what you are actually doing is telling IBIS which Cost Center(s) and/or Subobject(s) should be associated with the transaction. It is important to point out that some Accounts do not have Cost Centers and/or Subobjects associated with them.

Procedure for resolving transactions:

Pressing the **PF10** key will bring up the initial FANS window.

On this screen is the Department Free Space (15 characters) for you to provide additional information. There is also an additional Detail Description line (30 characters.)

Pressing the **PF10** key again will start the resolution phase.

If there are Subobjects or Cost Centers, windows will appear which prompt you to enter the amount in the appropriate Subobject and/or Cost Center field – press **ENTER** to move through these windows.

After you have completed the windows, you will get the message: **RESOLUTION IS COMPLETE, ENTER PF9 (EXIT) OR PF 12 TO BROWSE DETAILS.** If you have NO Subobjects or Cost Centers, you will get the message immediately.

The **PF9** key will do one of two operations:

If you are doing a manual encumbrance, pressing PF9 will post the encumbrance and give you an encumbrance number.

If you are in an electronic form, you will return to the form and when the form reaches the encumbrance step on the approval path, the amount will encumber.

**Note:** It is important to remember that even if you do NOT have Subobjects or Cost Centers, you still NEED to complete the resolution process by pressing PF10, PF10, and PF9.
OBJECTIVES
Participants will be able to
• Describe the purpose of cost centers
• Describe the purpose of subobjects
• Create/Modify/Close a Cost Center using UCCA

SUB ACCOUNTING CONCEPTS

Slide 1

Cost Center – How To’s
• Create/Update/End – UCCA
  • 10-character name (Mnemonic)
  • 30-character description (Long Title)
  • Extended access can be given through user ID’s
• Resolution in FANS Window
  • All transactions must be resolved
  • Displayed in alphabetical order
  • Search if more than 21 cost centers

Slide 2

Cost Center - Rules
• Only one set per account
• Minimum = 2     Maximum = 10,000
• Access to account = access to cost center
• Extended access can be given to cost center
• Can create cost centers anytime
• Resolution on EVERY transaction
• Admin-area specific
Slide 3

Carryover: January - June

- At Creation of Cost Centers:
  - [Image]

Slide 4

Sub-Object – How To’s

- Create/Update/End/Browse – AUSO
  - 10-character group name
  - 30-character description
  - Ability to relate globally

- Resolution in FANS Window
  - Transactions must be resolved
  - Displayed in order of entry
  - Sub-objects defined on account or cost center

Slide 5

Sub-Object - Rules

- Can start group of sub-objects anytime
- Cannot view sub-objects on mainframe
- Resolution required
- User-specific
COST CENTERS

Cost Centers are a breakdown of the account (budget/fund combination) to capture income and expense details in "sub-accounts." The Financial Officer (or those with access to UCCA) can add cost centers to an account based on the financial management and reporting needs of the department.

Example:

ACCT #01-023-45 UP 10010

Cost Centers:
- Smith
- Jones
- Miller
- King

A financial detail posted to the account #01-023-45 UP 10010 will also be posted to one or more of the cost centers through a process called resolution. During resolution, the amount that should post to the cost center(s) is specified.

Cost Center Guidelines

- Minimum of two cost centers on an account; maximum of 10,000.

- Only one set of cost centers per account. If account #01-023-45 UP 10010 is broken down into Smith, Jones, Miller, and King, it CANNOT also be broken down into a separate set of cost centers of Task A, Task B, Task C.

- ALL details on the account must be resolved into the cost centers.

- A set of cost centers can be started anytime; however, it will have to be determined if the previously-posted details should be resolved into the newly created cost centers. The system will not force the user to resolve these previously-posted details, but it will allow the details to be redistributed into the newly created cost centers. To resolve the previously-posted details into the new cost centers, you must use the redistribution functions RBCC (Budgets), RECC (Encumbrances), and RACC (Actuals).
Cost Center Names

- Cost center names (up to 10 characters) are administrative-area-specific. Admin Area 015 (Engineering) can have only one cost center on all its accounts named "SMITH", but Admin Area 004 (Agriculture) can have a cost center named SMITH, too. However, Engineering could name additional cost centers in admin area 015 SMITH1, SMITH2, SMITHA, SMITHB, etc. - just not another SMITH....

- Cost center names can be changed at any time without affecting the details that have already been resolved to the cost center. (For example: Cost Center JONES can be renamed MCFADDEN to reflect a personnel change or a name change as a result of marital status. All of the details that had been resolved to JONES will still be posted to the MCFADDEN cost center.)

- Cost centers will be displayed in the FANS window and on the ICAG and BEAD selection screens in ALPHABETICAL order. There is a "go to" select field on the FANS window to help the resolver to get to the desired cost center more quickly than PF8'ing through hundreds of cost centers. Remember, you can have a maximum of 10,000 cost centers per account! However, there is no "go to" select field on the ICAG or BEAD selection screens at this time.

  **Note:** If you will be resolving the majority of details on an account into one particular cost center, assign that cost center a name that will force it to be displayed at the top of the alphabetical list. For example, if most of your account details will be resolved into the ZOOLOGY cost center, assign the cost center the name A ZOOLOGY. In the FANS window and on ICAG and BEAD, A ZOOLOGY will appear at the beginning of the list.

Viewing Cost Center Details

- Cost Center details can be viewed on ICAG or BEAD, or you can use the PC/Mac Reporting Tools (FIT or the IBISFIN database on the data warehouse) to view the cost center information.

- The mainframe function UDFS (Update Description/Free Space) can be used to view the resolution of a particular detail.

*If you would like to use cost centers on an account, please call your Financial Officer for assistance.*
THE UCCA FUNCTION

The UCCA function allows you to maintain cost centers within the IBIS Mainframe. Financial Officers or those individuals with UCCA access can Add, Update, or close cost centers using this functions.

In this section we will be creating 3 new cost centers. These cost centers will be used throughout the remainder of the course. Be sure to use the documentation boxes provided to keep track of your current progress.

Creating Cost Centers

A. NEXT ACCT#
This is the field that allows you to enter the account number that the new cost centers will be assigned to.

1. At the NEXT ACCT# field enter the training account number you have been provided.
2. Press the F6 key, as indicated in the menu, to Create new cost centers.

```
MODIFY COST CENTERS AND PRESS PF12
Acct: 02 - 012 - 32 HN 10010 Ctr AR: 084 Set Id: 001
Fiscal Year: 2006 / 2007
Cost Center 1: BLUE CATS_
  Description: CATS THAT ARE BLUE__________
  Financial Access: DEV11__GJE10______ ________
Cost Center 2: CAMPUSS TR
  Description: TRAINING FOR CAMPUSES________
  Financial Access: GJE10_________ ____________
Cost Center 3: COLLEGE TR
  Description: TRAINING FOR UP COLLEGES______
  Financial Access: GJE10_________ ____________
Enter-PF1---PF5---PF6---PF7---PF8---PF9---PF12
     HELP TOP ADD CNCL FURD RTAN PROC
```

A list of current cost centers will appear in a window. The F8 key will allow you to move forward through the list of cost centers. To return to the top of the list press the F5 key.

3. Press the F6 key to move to the ADD function in order to create new cost centers.

```
ADD NEW COST CENTERS AND PRESS PF12
Acct: 02 - 012 - 32 HN 10010 Ctr AR: 084 Set Id: 001
FISCAL YEAR: 2006 / 2007
Cost Center: A________
  Description: H______
  Financial Access: ________ ________ ________
Cost Center: ________
  Description: ________
  Financial Access: ________ ________ ________
Cost Center: ________
  Description: ________
  Financial Access: ________ ________ ________
Cost Center: ________
  Description: ________
  Financial Access: ________ ________ ________
Enter PF1 PF7 PF8 PF12
     HELP CNCL RTAN PROC
```

A. COST CENTER
This field allows you to enter a cost center name. This is a 10 character field and can not be duplicated.

4. At the Cost Center field enter a 10 character name for your first cost center.
B. DESCRIPTION
This field allows you to include a 30 character description for the new cost center.

5. At the Description field enter up to a 30 character description for the new cost center.

C. FINANCIAL ACCESS
This group of fields allows you to give access to up to 6 additional individuals besides yourself.


7. Repeat steps 4-6 in order to add three new cost centers to the cost center listing.

8. Press the F12 key to process these new cost centers.

If a cost center name has been duplicated a message will appear at the top of the screen indicating that the name has already been used in this admin area. At this point you may reactivate a closed cost-center, change the current name, or include numbers with the name to make it different than the existing cost center.

Once properly completed, a message will appear at the top of the screen indicating that the maintenance has been completed.

9. Press the F9 key to return to the main UCCA screen.

Viewing Cost Centers
To check to be sure that the new cost centers have been added properly press the F6 key again. This will bring up a list of all cost centers on this account. This list will include all active and closed cost centers.

10. Press the F6 key to bring up the list of cost centers on this account.
To navigate through the list use the F8 key to move forward and the F5 key to return to the top of the list. There is no backward key in this window so you must return to the top of the list if you would pass the needed cost center.

11. Press the F8 key till you locate the last of the three new cost centers.

**Modifying Cost Centers**

<table>
<thead>
<tr>
<th>MODIFY COST CENTERS AND PRESS PF12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct: 02 - 012 - 02 HN 10010  Ccrt AR: 084  Set Id: 001</td>
</tr>
<tr>
<td>Fiscal Year: 2006 / 2007</td>
</tr>
<tr>
<td>Cost Center 1: BLUE CATS_</td>
</tr>
<tr>
<td>Description: CATS THAT ARE BLUE_</td>
</tr>
<tr>
<td>Financial Access: DEVI01_ GJE10_</td>
</tr>
<tr>
<td>Cost Center 2: CAMPUS TRA</td>
</tr>
<tr>
<td>Description: TRAINING FOR CAMPUSES_</td>
</tr>
<tr>
<td>Financial Access: GJE10_</td>
</tr>
<tr>
<td>Cost Center 3: COLLEGE TR</td>
</tr>
<tr>
<td>Description: TRAINING FOR UP COLLEGES_</td>
</tr>
<tr>
<td>Financial Access: GJE10_</td>
</tr>
</tbody>
</table>

With the current cost center listing open modifying can be done by tabbing to the needed field within the cost center, making the needed changes, and then processing using the F12 key.

10. Tab to the name field of the last new cost center.

11. **Change the name** of this cost center to something new.

12. Press the F12 key to process the changes.

Changing the name of a cost center does not affect the contents of the cost center. Modifying a cost center name may be done when an individual project name changes, a mistake has been made in the current name, or in order to move the name to the top of the list. Remember that cost centers are listed in alphabetical order, so if you will be resolving a large number of details to a certain cost center you should select a name that will force it to be listed first.

**COST CENTER MAINTENANCE HAS BEEN COMPLETED**
Once completed, a message will appear at the top of the screen indicating that the maintenance has been completed.

13. Press the F9 key to return to the main UCCA screen.

At this point you may press the F6 key if you would like to view the list of cost centers to check that the appropriate changes have been made.

**Closing Cost Centers**

![Image of UCCA screen]

A. **NEXT ACCT#**

Because cost centers are admin area specific the account number must be removed in order to change the date for a cost center.

9. At the *Next Acct #* field remove the current account number.

B. **UPDATE COST CENTER DATES**

This field allows you to select the cost center that you would like to close. The name of the cost center must be entered exactly as it appears in the cost center list.

10. At the *Update Cost Center Dates* field enter the **name of one of the cost centers** that is listed in the documentation box on page 13.
11. Press the **F12** key to begin the update process.

The Change Cost Center Dates window will appear on your screen. This screen will allow you to change the begin and end dates for the cost center. The format for the date in this screen is **YYYYMMDD**.

**C. COST CENTER BEGIN DATE**
This field lists the begin date for this cost center. This is an editable field. For the purpose of this exercise we will change the date to yesterday. This must be done so that the end date does not come before the begin date.

11. Enter the correct **date** for yesterday.

**D. COST CENTER END DATE**
This field lists the current end date for this cost center. The default end date for IBIS is 12/31/2099. This is an editable field. For the purpose of this exercise we will change the date to yesterday’s date. This must be done so that you may see the format for a closed cost centers.

12. Enter the correct **date** for yesterday.

13. Press the **enter** key.

This will return you to the main UCCA screen. In order to check that the cost center has been closed you must re-enter the account number and press the **F6** key to view the list of cost centers on the account.

14. Re-enter the training **account number**.

15. Press the **F6** key.
16. Press the F8 key till you have located the closed cost center.

| Cost Center 1: BLUE CATS_ *** DELETED 10/22/2006 *** |
| Description: CATS THAT ARE BLUE______________ |
| Financial Access: DEV11_ GJE10_ _______ _______ |
| ENTER 'R' AND PRESS PF12 TO REACTIVATE: _ |

The cost center should now be listed as deleted and given a close date. Though listed as deleted it can reactivated at any time by placing an R in the field and pressing the F12 key as indicated.
SUBOBJECTS

Subobjects are the breakdown of the central object code to capture income or expense details in a more meaningful manner than the central object codes alone. The Financial Officer (or those with access to AUSO) can add subobjects to accounts and/or cost centers based on the financial management and reporting needs of the department.

Example:

Central object code 0301 Stationery and Office Supplies

   Subobjects:
   • Pens/Pencils
   • Tape/Staples
   • Paper
   • Other Office Supplies

A financial detail posted to the account #01-023-45 UP 10010 object code 0301 will also be posted to one or more of the subobjects through a process called resolution. During resolution, the amount that should post to the subobject(s) is specified.

The AUSO Function

The AUSO function allows you to maintain subobjects within the IBIS Mainframe. Financial Officers or those individuals with AUSO access can manipulate subobjects using this function.

Subobject Guidelines

• Only one group of subobjects per central object code on an account or cost center.. If the central object code 0301 on account #01-023-45 UP 10010 is broken down into Pens/Pencils, Tape/Staples, Paper, and Other Supplies, the central object code CANNOT also be broken down into a separate group of subobjects His Supplies and Her Supplies.

• ALL details on the object code must be resolved into the subobjects.

• A group of subobjects can be related anytime; however, it will have to be determined if the previously-posted details should be resolved into the newly created subobjects. The system will not force the user to resolve these previously-posted details, but it will allow the details to be redistributed into the newly created subobjects. To resolve the previously-posted
details into the new subobjects, you must use the redistribution functions RBWS (Budgets), REWS (Encumbrances), RAWS (Actuals).

- To add or delete a subobject description on an account or cost center, the user must modify the RELATED subobject group by using the PF9 key on AUSO.

**Subobject Group Names and Descriptions**

- Subobject group names (up to 15 characters) are user-specific. Kelley King (ksk3) can only have one subobject group SUPPLIES, but Chris Johnson (cdj3) can have a subobject group SUPPLIES.

- Subobject descriptions (up to 30 characters) can be used repeatedly within the same subobject group (though this can be confusing) or within different subobject groups. (For example: Kelley King’s subobject group SUPPLIES can have the description OTHER SUPPLIES for central object code 0301 and for central object code 0309 as two distinct descriptions. Additionally, Chris Johnson’s subobject group SUPPLIES can also have a description of OTHER SUPPLIES for central object code range 0301-0309.

- Subobject descriptions (up to 30 characters) can be changed at any time without affecting the details that have already been resolved to the subobject. (For example: Subobject TAPE/STAPLES can be changed to TAPE/STAPLES/PUSH PINS. All of the details that had been resolved to TAPES/STAPLES will still be posted to TAPES/STAPLES/PUSH PINS.

- To modify a subobject description on an account or cost center, the user must modify the RELATED subobject group by using the PF9 key on AUSO. You can also modify the template that was used to relate to the account or cost center by using the PF5 key on AUSO.

- Subobjects will be displayed in the FANS window in the order that they appear on the subobject group. If you will be resolving the majority of details on an account or cost center into one particular subobject, enter that subobject at the beginning of the subobject group.

**Viewing Subobject Details**

- Subobject details are not included on any of the mainframe reporting functions – ICAG, ISTR, or BEAD. You must use the Financial Information Tool or the Data Warehouse to view subobjects or to include subobjects in a report.
• The mainframe function UDFS (Update Description/Free Space) can be used to view the resolution of a particular detail.

If you would like to use subobjects on an account or cost center, please call your Financial Officer for assistance.

For a listing of functions within the IBIS Mainframe as well as listings that include errors you can visit the AIS Website located at:
http://ais.its.psu.edu/services/ibis/alphabetical/
Practice Exercises

PRACTICE EXERCISE 2
Define:

Cost Center –
Subobject –

Refer back to the documentation box on page 16 for the following three exercises.

PRACTICE EXERCISE 3
Due to an upcoming project Glenna needs to view a specific cost center. Modify one of the remaining open cost centers listed in the documentation box on page 16 to give extended access to the USERID gje10.

Steps:

PRACTICE EXERCISE 4
Due to a change in programs you no longer need to utilize one of your cost centers. Close down one of the two remaining open cost centers listed in the documentation box on page 16.

Steps:

PRACTICE EXERCISE 5
Due to the reopening of a previous project you will need to use a cost center that is currently listed as closed. Reopen the cost center that is listed as closed in the documentation box on page 16.

Steps:
OBJECTIVES
Participants will be able to

- Set/Remove Overdraft controls using UDOD
- Add/Update/Delete an encumbrance using UENC
- Update Free Space using UDFS

OVERDRAFTS, ENCUMBRANCES, AND DEPT FREE SPACE

Slide 1

Overdraft Protection

- Any expenditure that would overdraft the available balance (TB – E – A) on a controlled line will not post.
  - Checked at encumbrance step
  - UDOD is Maintained by FO

Slide 2

Encumbrances

- Types of Encumbrances
  - Ordinary
    - An example of an ordinary encumbrance would be when a Fleet Vehicle Reservation Form (VHRR) is completed to utilize a fleet vehicle. This allows the money to be put aside in order to cover the actual that will post at a later date.
  - Standing
    - An example of a standing encumbrance could be when more than one individual is traveling on a single DBAF. By creating a standing encumbrance both parties can be paid as the encumbrance closes out.
  - Planned
    - An example of a planned encumbrance would be in the event of a conference that will not take place for several months. A UPEN can be created to set the money aside to ensure it will be there when it is needed.
Slide 3

**Encumbrances**

- Maintain Encumbrances
  - An encumbrance depletes the available funds at the time of commitment.
  
  - Created automatically (most forms)
    - Ordinary, Standing
    - No Planned
  
  - Created manually (discretion of FO)
    - Ordinary (UENC), Planned (UPEN)
    - No Standing

Slide 4

**Tiebacks**

- For Standing encumbrances
- Automatic Tiebacks
  - The actual automatically ties back to the encumbrance
    ... and the encumbrance is released.

Slide 5

**Resolution**

Budget-Fund - ObjCode - SubObj - CostCtr

-ドイツ
- Free Space:

  - OPTIONAL
  
  - 15 characters of free space
  
  - Notations on documents
  
  - Moved from encumbrance detail to actual detail
  
  - Sortable on PC/Mac reporting tools
  
  - Maintained through UDFS
THE UDOD FUNCTION

The UDOD function allows you to set overdraft controls within the IBIS Mainframe environment. These include the ability to set controls at the central object code level, at the category level, or at each category with an individual cost center. Financial Officers or those individuals with UDOD access can set controls using this function.

In this section we will be setting and removing over draft controls at the Central Object Code and Category levels. In addition we will be using our remaining open cost centers listed on page 21 to set and remove overdraft controls on cost centers.

A. ACCT#
This field allows you to set controls at a variety of levels on individuals account.

1. At the Acc# field enter the training account number.

B. ENTER SELECTION
This field allows you to select the level at which you want to set controls.

2. At the Enter Selection field you should place the number 1.

3. Press the enter key.
The university default option displays all central object codes. This option will allow you to set overdraft controls on a specific central object code.

If you do not know the Central Object Codes for various transactions you can locate them by going to the GURU website at https://guru.psu.edu/gfug/appendices/APP09.html and selecting either:

Section A – A listing of Object Codes by categories
or

Section B – A listing of object codes in Numerical Order.

C. OBJ CODE
This field allows you to move through the list quickly by object code.

4. At the Obj Code field enter 336 to move to the in-state travel central object code.

D. OVER DRAFT
This field allows you to turn on or off the over draft control option. To turn on the control, click on the over draft column next to the central object code you wish to set the control on and change the indicator from an N to a Y.

5. Select the N in the Over Draft column next to in-state travel (336).

6. Change the N to a Y.

7. Press the F12 key to process the change.
Once completed, a message will appear at the top of the screen indicating that the change has been processed.

**CHANGES HAVE BEEN PROCESSED**

8. Press the F9 key to return to the main UDOD screen.

9. At the *Enter Selection* line enter the number 2.

10. Press the Enter key.

### Setting Controls-University Default Category

The university default category option displays all categories. This option will allow you to set overdraft controls on a category as a whole, including all central objects codes contained within.

#### E. OVER DRAFT

This field allows you to turn on or off the overdraft control option. To turn on the control, click on the overdraft column next to the category you wish to set the control on and change the indicator from an N to a Y.

11. Select the N in the *Over Draft* column next to *DEPT ALLOTMENT*.

12. Change the N to a Y.
13. Press the **F12** key to process the change.

Once completed, a message will appear at the top of the screen indicating that the change has been processed.

**CHANGES HAVE BEEN PROCESSED**

14. Press the **F9** key to return to the main UDOD screen.

**Setting Controls-Cost Center**

Overdraft controls can be set on individual cost centers that are listed in the main UDOD screen. To select a specific cost center enter the cost center number in the *Enter Selection* field and press the enter key. To move through the cost center list use the F8 key to move forward and the F10 key to return to the top of the list. Cost centers are listed in alphabetical order by their name, which appears in the 5th column on the screen.

15. Press the **F8** key until you locate one of the remaining open cost centers from the documentation box on page 21.

16. Enter the appropriate **Line Number** in the *Enter Selection* field.
17. Press the Enter key.

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Obj</th>
<th>Structure Element</th>
<th>Over Draft</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SALARIES</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>2</td>
<td>WAGES</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>3</td>
<td>DEPT ALLOTMENT</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>4</td>
<td>FRINGE</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>5</td>
<td>TUITION</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>6</td>
<td>EQUIPMENT</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>7</td>
<td>CAPITAL</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>8</td>
<td>OVERHEAD</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>9</td>
<td>TOTAL ACCOUNT</td>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>

Within each cost center over draft controls can be set within each category or on the cost center total.

**F. OVER DRAFT**
This field allows you to turn on or off the over draft control option. To turn on the control, click on the over draft column next to the category you wish to set the control on and change the indicator from an N to a Y.

18. Select the N in the Over Draft column next to DEPT ALLOTMENT.

19. Change the N to a Y.

20. Press the F12 key to process the change.

Once completed, a message will appear at the top of the screen indicating that the change has been processed.

21. Press the F9 key to return to the main UDOD screen.
**Turning Off Over Draft Controls**

Removing over draft controls at any level requires that you locate the Y indicator for that control and change the indicator to an N. This will remove the control and return the item to the default state.

22. At the *Enter Selection* field enter the appropriate **Line Number** for the cost center used above for Step F.

23. Select the Y in the *Over Draft* column next to *DEPT ALLOTMENT*.

24. Change the Y to a N.

25. Press the **F12** key to process the change.

Once completed, a message will appear at the top of the screen indicating that the change has been processed.

**CHANGES HAVE BEEN PROCESSED**

26. Press the **F9** key to return to the main UDOD screen.

**MAINTAINING ENCUMBRANCES**

An encumbrance is the setting aside or earmarking of funds for a specified purpose. These funds are removed from the available balance and remain encumbered until the goods or services are received and paid for, at which time the encumbrance is closed and the actual is posted.

**Types of Encumbrances**

**Ordinary Encumbrance**

An example of an ordinary encumbrance would be when a VRES is completed to utilize a fleet vehicle. This allows the money to be put aside in order to cover the actual that will post at a later date.

**Standing Encumbrance**

An example of a standing encumbrance could be when more then one individual is traveling on a single DBAF. By creating a standing encumbrance both parties can be paid before the encumbrance closes out.
Planned Encumbrance

An example of a planned encumbrance would be in the event of a conference that will not take place for several months. A UPEN can be created to set the money aside to ensure it will be there when it is needed.

THE UENC FUNCTION
The UENC function allows you to create a manual encumbrance. In most cases electronic forms will create an automatic encumbrance but in some instances this must be done manually. This function also allows you to update the amount of a manual encumbrance and to delete the encumbrance when necessary.

In this section we will be creating a manual encumbrance for office supplies (301) in the amount of $56.00. Resolve the transaction to one of the open cost centers listed in the documentation box on page 21. Include *Supplies* in the Department Free Space and *Misc Supplies* in the Description field.

1. Press the **F5** key to begin the Add Encumbrance process.
Adding an Encumbrance

The current screen allows for the creation of up to seven encumbrances.

A. **ENCM**
This field will contain a system generated encumbrance number once the process has been completed. This is not an editable field.

B. **FISC YR**
This field should contain the current fiscal year.

1. At the *Fisc Yr* field enter the current *fiscal year*.

C. **ACCT#**
This field should contain the account number in which you will post the encumbrance. The location code defaults to UP but is modifiable. The fund number defaults to 10010 (general) but is also modifiable.

2. At the *Acct #* field enter the training *account number*.

3. Change the UP location code to an **HN**.
D. OBJ
This field contains the central object code for this encumbrance. Since we are creating this encumbrance for office supplies the central object code we will use is 301 (stationary and office supplies).

5. At the Obj field enter 301.

E. AMOUNT
This field contains the amount of the encumbrance.

6. At the Amount field enter 56.

7. Press the F10 key to open the FANS window for resolution.

You must now resolve the encumbrance to one of the open cost centers listed in the documentation box on page 21.

8. In the Department Free Space enter Supplies.

9. In the Description enter Misc. Supplies.

10. Press the F10 key.

11. Resolve the total cost to one of the open cost centers listed in the documentation box on page 21. Be sure to resolve the entire amount.

12. Press the F9 key when finished to return to the Add Encumbrance window.

Once completed, a message will appear at the top of the screen indicating that the encumbrance has been posted.

ENCUMBRANCE HAS BEEN POSTED
This field now contains the system-generated encumbrance number. This number is generated chronologically for each account. This number must be used if you want to update or delete an encumbrance.

Be sure to write down the encumbrance number in the documentation box for future reference.

G. ST
This field contains the current status for the encumbrance. This status will indicate P (posted), O (posted online for structured IBIS), R (resolved but not posted – F10, F9), or N (not resolved or posted – F10, F10, F9).

### Updating an Encumbrance

Though the original encumbrance was created for $56.00 we have realized that it will be necessary to increase this amount to $97.00 for additional supplies. We will need to update the existing encumbrance to reflect this change. The resolution should remain the same.

13. Press the F9 key to return to the main UENC window.
14. Press the F6 key to begin the Update Encumbrance process.

<table>
<thead>
<tr>
<th>Enm</th>
<th>Fisc Yr</th>
<th>Account</th>
<th>Obj</th>
<th>Amount</th>
<th>Available $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>UP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>UP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>UP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>UP</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

H. ENCM
This field should contain the encumbrance number for the encumbrance that you want to update.

15. At the Encm field enter the current number from the documentation box on page 33.

I. FISC YR
This field should contain the current fiscal year.

16. At the Fisc Yr field enter the current fiscal year.

J. ACCT#
This field should contain the account number on which the encumbrance is currently posted. The location code defaults to UP but is modifiable. The fund number defaults to 10010 (general) but is also modifiable.

17. At the Acct # field enter the training account number.

18. Change the UP location code to an HN.

19. Press the F5 key to retrieve the record.
The remainder of the items for that encumbrance should now fill in for you. Notice that the only field in the completed area that is modifiable is the amount field. If other changes need to be made the current encumbrance would need to be deleted and a new encumbrance entered.

<table>
<thead>
<tr>
<th>Encm Fisc Yr</th>
<th>Account</th>
<th>Obj</th>
<th>Amount</th>
<th>Available St</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

20. Change the Amount Available to 97.

21. Press the **F10** key to open the FANS process again for resolution.

22. In the **Department Free Space** enter **Stuff**.

23. In the **Description** enter **Misc Stuff**.

24. Press the **F10** key.

25. Resolve the transaction as you did previously.

26. Press the **F9** key when finished to return to the Update Encumbrance window.

A message will appear at the top of the screen indicating that the encumbrance has been posted. Your amount and Amount Available columns should now reflect the new amount.
Deleting an Encumbrance

After reviewing the account it was determined that the encumbrance was posted to the wrong central object code and needs to be deleted.

27. Press the **F9** key when finished to return to the main UENC window.

28. Press the **F7** key to begin the Delete Encumbrance process.

29. At the **Encm** field enter the **current number** from the documentation box on page 33.

30. At the **Fisc Yr** field enter the current **fiscal year**.

K. **ENC M**

This field should contain the encumbrance number for the encumbrance that you want to delete.

L. **FISC YR**

This field should contain the current fiscal year.

M. **ACCT#**

This field should contain the account number on which the encumbrance is currently posted. The location code defaults to UP but is modifiable. The fund number defaults to 10010 (general) but is also modifiable.
31. At the Acct # field enter the training account number.

32. Change the UP location code to an HN.

32. Press the F12 key to delete the encumbrance.

A warning message will appear in your screen asking you verify that you want to delete the encumbrance. To indicate that you want to delete the encumbrance place a Y on the line and press the F12 key.

34. Enter a Y in the field.

35. Press the F12 key to delete the encumbrance.
Practice Exercises

PRACTICE EXERCISE 6

Create an ordinary encumbrance for $110.00 to cover office supplies (301). Resolve the transaction to the cost center for *Other. Include Misc Stuff in the Description field blank but list Stuff in the Department Free Space.

**This exercise is needed to complete the next section of the class.
THE UDFS FUNCTION
The UDFS function allows you to change the description (up to 30 characters) or the free space (up to 15 characters) on a detail, including the resolved details to cost centers and/or subobjects.

A. ENCM
This field contains the account number on which the transaction was posted. This is a required field in this screen.

1. At the Account # field enter the account number.

B. FISC YR
This field should contain the current fiscal year. It is defaulted to the current fiscal year but is modifiable.

2. At the Fisc Yr field check to be sure the current fiscal year is displayed.

After reviewing the account it was determined that the Department Free Space was completed incorrectly for the Encumbrance in Exercise 6 above. The Department Free Space should read Stationary and the Description field should be listed as Dept Stationary.
C. DATE
This field will allow you to narrow your search down by the date of the transaction. This is not a required field.

3. Leave this field blank.

D. OBJ CODE
This field will allow you to narrow your search down by the obj code on the transaction. This is not a required field.

4. Leave this field blank.

E. DETAIL TYPE
This field will allow you to narrow your search down by the detail type. This is not a required field.

5. Leave this field blank.

F. COST CENTER
This field will allow you to narrow your search down by the cost center that the detail was resolved to. This is not a required field.

6. Leave this field blank.

7. Press the Enter key.

A screen will appear that will list all details that meet the criteria indicated on the UDFS main screen. If this screen appears blank it may be necessary to reduce the criteria, this can be done at the bottom on this screen. Remove some of the criteria and press the enter key again. The screen should update itself and list all items that meet the new criteria.
G. SELECTION
This field allows you to select the detail from the above list in order to view the free space and description.

8. At the Selection field enter the **number** of the encumbrance that you created in the previous practice exercise.

9. Press the **F10** key to update.

A screen will appear that will break down the resolution of the detail to include the department free space and description.

```
<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Account Number</th>
<th>Fund</th>
<th>Object</th>
<th>Amount/Dept Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006/2007</td>
<td>02-012-32</td>
<td>HN</td>
<td>10010</td>
<td>0381</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>118.00</td>
</tr>
</tbody>
</table>
```

Note: RIPPLE DOWN EFFECT -If you change the description and/or free space on the University Structure detail (top line of UDFS change screen), the system will ripple down the change onto the cost center and/or subobject details below.

H. DESCRIPTION
This field lists the description entered on the main FANS window when the detail was created. Since this space is optional on all details it may appear blank in this window.

10. Highlight **Misc Stuff** in the description field and change it to read **Dept Stationary**.
I. DEPT FREE SPACE
This field lists the department free space entered on the main FANS window when the
detail was created. Since this space is optional on all details it may appear blank in this
window.

11. Highlight Stuff in the department free space and change it to read Stationary.

12. Press the Enter key to update the screen.
The ripple down effect should have changed all active fields below to reflect the new
information.

J. COST CENTER AND SUBOBJECT DETAIL
These fields allow you to create individual details at the cost center and subobject level.
Practice Exercises

PRACTICE EXERCISE 7
Define:

Overdraft –

Encumbrance –

PRACTICE EXERCISE 8
After reviewing the previous years records it appears that the category of Department Allotment is repeatedly overdrawn (exceeds budgeted allowance). Check to be sure that the overdraft control is activated for this category (on the entire account).

Steps:

PRACTICE EXERCISE 9
Create an ordinary encumbrance for $137.24 to cover travel expenses (339) for Glenna to take a trip to the Mont Alto Campus. Resolve the transaction to one of the open cost centers listed in the documentation box on page 21. Leave the Description field blank but list Travel in the Department Free Space. Be sure to include the resolution information in the documentation box provided.

Steps:

PRACTICE EXERCISE 10
After reviewing the account it was determined that the main FANS window (DFS & Desc) was completed incorrectly for the UENC in Exercise 9 listed above. The Department Free Space should read GJE10-MA and the Description field should be listed as Microsoft Word Training and Today’s date.

Steps:
OBJECTIVES
Participants will be able to
• Locate and utilize the available online documentation

IBIS WEBSITE

http://ais.its.psu.edu/services/ibis/

The AIS Website dedicated to the Integrated Business Information System contain many useful links with supporting documentation. The IBIS Documentation link within the Training column is of particular interest for those actively working in the system.
GURU – GENERAL FORMS USAGE GUIDE

https://guru.psu.edu/gfug/appendices/APP09.html

Guru contains all available Central Object Codes for the University. This section is broken into two options, Section A and Section B. Section is a listing of all Central Object Codes by category while Section B lists the Central Object Codes in numerical order.
**DAY 1 OVERVIEW EXERCISE**

Use the following scenario to complete the activity:

Your department wants to be able to track the overall expenditures on three people in your department (first names only/fictitious names). Complete the following steps:

1. Create three cost centers with their names
   Steps:

2. Set Overdraft Controls on all three cost centers for the category of Department Allotment.
   Steps:

3. Create an encumbrance for a trip to the Altoona campus for $319.00. Use obj code: 339.
   Steps:

   Complete the FANS window as follows:
   - DFS = Travel
   - Desc = Leave Blank
   Steps:

   Resolve this enc to one of the three cost centers you just created.

4. Update the free space description to read: Altoona Campus
   Steps:
Mainframe Reporting

OBJECTIVES
Participants will be able to
• View details using ISTR
• View details using ICAG
• View encumbrances using BEAD

MAINFRAME REPORTING

Slide 1

Canned Reports
- ISTR (Inquire on Structure)
  - Acct Only (University Structure)
  - No Sub-objects
- ICAG (Inquire on Category)
  - Acct/Cost Center Category
  - No Sub-objects
- BEAD (Browse Open or Closed Encum.)
  - Acct/Cost Center

Slide 2

University Structure - Viewing
- MAINFRAME
  - ISTR
    - Object code level
  - ICAG
    - Cat summaries
  - BEAD
    - Encumbrances
  - UDD (controls)
    - Object Code Level
    - Category level
- PC/MAC's
  - FIT
    - Singular acct
    - Summary/mnemonic
  - Data Warehouse
    - Singular account
    - Multiple accounts
Due to the confidential nature of live financial data, you should make every effort to limit the data you display on your screen. At no time should salary or summary salary data be displayed in a public forum such as in training. Screen shots for the following section will contain information of a sensitive nature therefore; vital sections have been concealed in the interest of confidentiality.

MOVING TO THE LIVE SYSTEM

In order to change from the training environment to the live system we must return to the TPX Menu.

1. Press the F4 key to return to the TPX Menu.
2. Enter CCOM at the Command prompt and press Enter
3. Select IBIS Admin Menus from the list.
**You are now in the live system.** All changes you make at this point WILL affect the account you are working with. In addition to this, be aware that access is based on individual profiles and some functions may not be available to all participants. If at some point you do not have access to a function we are working with, the item will be displayed at the front of the room and you may become familiar with the topic through demonstration. You must also be aware that you may have access to confidential data that is not to be displayed for others to view. Please use your best judgment.

**THE ISTR FUNCTION**
The ISTR function allows you to inquire on the structure of an account. This report is a budget report on the account broken down by central object code. The main screen displays data in a year-to-date or contract-to-date format to include category totals. Budget details are listed by encumbrance or actual and drilling down into the individual details is possible.

**A. NEXT ACCT#**
This field contains the account number on which you would like to perform the inquiry.

1. At the Next Acct # field enter an **account number** that you have been given access to.
B. FY:
This field should contain the current fiscal year. It is defaulted to the current fiscal year but is modifiable.

2. At the FY: field check to be sure the current fiscal year is displayed.

3. Press the Enter key to retrieve the data.

<table>
<thead>
<tr>
<th>Select</th>
<th>Description</th>
<th>Year-to-date Balance</th>
<th>Contract-to-date Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OTHER INCOME</td>
<td>1,874.53</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>TOTAL INCOME</td>
<td>1,874.53</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>WAGES</td>
<td>27,474.08</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>WAGE STAFF NONEXEMPT</td>
<td>17,850.62</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>NON-EXEMPT STUDENT WAGES</td>
<td>18,022.83</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>TOTAL WAGES</td>
<td>199,45</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>DEPT ALLOTMENT</td>
<td>239,710.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>STATIONERY/OFFICE SUPPLIES</td>
<td>70.05</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>MISCELLANEOUS SUPPLIES</td>
<td>389.56</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>TELEPHONE/TELEGRAPH</td>
<td>1,504.58</td>
<td></td>
</tr>
</tbody>
</table>

Items in the ISTR screen are listed in order of central object code. All object codes are not included, only those that have transactions. Each major category within this screen also contains a total of all object codes for that category.

C. REPOSITION TO OBJ
This field contains allows you to reposition the screen to a specified central object code. If needed to check a year to date balance on miscellaneous supplies (309) we could enter the number.

4. At the Reposition to OBJ field enter 309.
5. Press the **Enter** key.

D. **ENTER SELECTION**

This field allows you to drill down into the details that make up the object code balance.

6. At the *Enter Selection* field enter the **number** for an individual object code.

7. Press the **F6** key to retrieve the details.
This screen opens into the open encumbrances automatically. You may navigate to other options using the functions keys as indicated at the bottom of the screen.

**E. MOVE TO ACTUALS**
This function key will allow you to view only the actuals within this object code.

8. Press the **F6** key to retrieve the actuals.

This screen displays 2 actuals for the object code 309 – miscellaneous supplies. It is possible to drill down to individual details from this screen.

**F. MORE DETAIL FOR SEL #**
This will allow you to view more details for the selection.

9. At the More Detail for Sel # field enter a number for a detail from the list above.

10. Press the F10 key to retrieve the detail.
THE ICAG FUNCTION

The ICAG function allows you to inquire on the categories within an account. This report will provide a summary of the account as well as a summary of a cost center. In addition, BCDE and CRFN messages appear within this menu. Drilling down into the individual details is possible within this reporting tool.

A. NEXT ACCT

This field contains the account number on which you would like to perform the inquiry.

1. At the Account # field enter an account number that you have been given access to.

B. FISC YR

This field should contain the current fiscal year. It is defaulted to the current fiscal year but is modifiable.

2. At the Fisc Yr field check to be sure the current fiscal year is displayed.
3. Press the **Enter** key to retrieve the data.

![IBIS Financial System Screenshot]

**C. ENTER SELECTION**

This field allows you to choose whether you would like to look at the entire account by University category or individuals cost centers by University category.

4. At the **Enter Selection** field enter the number 1 to look at the entire account.

5. Press the Enter key.
D. **SEL**
This column allows you to view a categories Budget, Encumbrances, or Actuals by placing the appropriate letter (B, E, or A) in the field.

6. At the Sel field next to Allot place an A in order to view the actuals for Department Allotment.

7. Press the **Enter** key.

The ICAG window will include CRFN and BCDE messages once the window has been populated.

The F8 key will allow to move forward a screen at a time till you locate the detail you need to view.

E. **SEL**
This field allows you to view more detail on an item from the list.

8. At the Sel field enter a **number** from the list above.
9. Press the F10 key.

**THE BEAD FUNCTION**

The BEAD function allows you to view all encumbrances on an account. This may be done by open encumbrances only or by closed encumbrances. This function also allows you to view ordinary, standing, and planned encumbrances on separate reports. In addition, this function allows you to drill down into tieback details for a single encumbrance.

**A. DISPLAY ENCUMBRANCE**

IBIS Financial on the Mainframe (CCOM)
This screen will allow you to choose whether you want to view open or closed encumbrances. Place an X in the appropriate field.

1. Check to be sure that an X is located in the Open field.
2. Press the **Enter** key to retrieve the data.

```
<table>
<thead>
<tr>
<th>End of Encumbrances</th>
<th>IBIS FINANCIAL SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/86</td>
<td>DEAD</td>
</tr>
<tr>
<td>09:34:31.5</td>
<td>BROWSE ENCUMBRANCE and ACTUAL DIFFERENCES</td>
</tr>
<tr>
<td></td>
<td>OJE10</td>
</tr>
</tbody>
</table>

**OPEN / ORDINARY**

<table>
<thead>
<tr>
<th>Pure ID: UNIV1 Type:</th>
<th>UNIVERSITY DEFAULT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dtl</th>
<th>Form#</th>
<th>Sel Type</th>
<th>Encm / PO#</th>
<th>Obj</th>
<th>Original Encm</th>
<th>Tiebacks</th>
<th>Difference</th>
<th>Post Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PURC</td>
<td>6438394</td>
<td>8411</td>
<td></td>
<td></td>
<td></td>
<td>11,745.86</td>
<td>11,745.86</td>
</tr>
</tbody>
</table>

For Tieback Details Select: ___ O (Press PF18)

**TYPE, ___ OR ** OBJ: ___  From-Date: 01 / 01 / 1988 Thru: 12 / 31 / 2099

Enter: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

OPEN ORD PLAN STDN CLSE TOP FNRD RTRN ATRL PRINT .
Practice Exercises

PRACTICE EXERCISE 9
What is the purpose of each of the following functions?

ISTR –

ICAG –

BEAD –

PRACTICE EXERCISE 10
Which of the above three functions would I use to answer the following questions?

1. If I need to determine the total Planned Encumbrances on a specific central object code which function would be used?

2. If I needed to determine if a standing encumbrance had any tiebacks, which function would I use?

3. If I wanted to determine if money had been budgeted down to the cost center level for a specific cost center, how would I do that?
   Steps:

4. How would I determine the total balance on a particular central object code?
   Steps:

5. Which function would include a warning message that items needed to taken care of in CRFN or BCDE?
OBJECTIVES
Participants will be able to
- Resolve batch details using CRFN
- View posting errors using BCDE
- Redistribute details using RECC

DISPLAYING AND CORRECTING POSTING ERRORS

CRFN
Client Resolve FANs (CRFN) is a browse function used to resolve any details entered via batch processing that need resolution. These details have already posted to the account but need to be resolved to the cost centers and/or sub-objects. After resolution, the detail is posted immediately.

Account Balance = Accurate
Resolution = Not Accurate

BCDE
- Browse Client Details with Errors (BCDE) is a browse function that is used to review posting errors in details.

Account Balance = Not Accurate
Resolution = Not Accurate
THE CRFN FUNCTION
The CRFN function allows you to resolve batch transaction down into the cost centers and subobjects they apply to. This may be done by the Admin Area, Mnemonic, or the account. In addition, multiple transactions may be resolved simultaneously. The amounts from the transactions in CRFN have been deducted from the total amount in the respective accounts.
A. SELECTION SCREEN
This screen will allow you to choose whether you want to view batch transactions by admin area, mnemonic, or account. Fill in the appropriate field.

1. Complete the account number field with your active account number.

2. Press the Enter key to retrieve the data.

The screen displayed will show all batch transaction that need to be resolved to the cost center and/or subobject level. A warning message will also appear in ICAG is there are transactions located in this function.

B. SEL
This column will allow you to select up to 14 transactions that need to be resolved. Once selected you would need to proceed through the FANS windows to resolve the transactions to cost centers and/or subobjects.

Steps to complete this process:

6. Place an X in the far left column.
7. Press the Enter key.
8. Complete the FANS windows as directed.
THE BCDE FUNCTION
The BCDE function allows you to view posting errors that have occurred on all transactions. This may be done by the Admin Area, Mnemonic, or the account. The amounts from the transactions in BCDE have NOT been deducted from the total amount in the respective accounts.

A. SELECTION SCREEN
This screen will allow you to choose whether you want to view posting errors by admin area, mnemonic, or account. Fill in the appropriate field.

1. Complete the account number field with your active account number.

2. Press the Enter key to retrieve the data.

For a listing of error messages within the BCDE function you can visit the AIS Website located at: [http://ais.its.psu.edu/services/ibis/alphabetical/](http://ais.its.psu.edu/services/ibis/alphabetical/) Download the BCDE file from the list.
Redistribution
Redistribution is the ability to move a detail from one cost center to another within the same account or to move a detail from one subobject to another within the same subobject group on an account or cost center.

Redistribute Among Cost Centers:
- RACC – Redistribute Actuals among Cost Centers
- RECC – Redistribute Encumbrances among Cost Centers
- RBCC – Redistribute Budget Details among Cost Centers

Redistribute Among Subobjects:
- RAWS – Redistribute Actuals among Subobjects
- REWS – Redistribute Encumbrances among Subobjects
- RBWS – Redistribute Budget Details among Subobjects

NOTE: If a detail has never been resolved, it will be displayed on the Redistribution functions with a description of NO RESOLUTION. To resolve and post to the cost center(s) and/or subobjects, just proceed through the redistribution process. Do NOT use the redistribution functions to view the resolution of a detail. To view the resolution of a detail, use the UDFS (Update Description/Free Space) function.

THE RECC FUNCTION
The RECC function allows you to redistribute encumbrance details among cost centers. This does not affect the account balance only the location of the resolution details of a transaction. Once an encumbrance has been closed, you can no longer redistribute the details. In order to utilize this function you need to know the account number, the obj code, and the current resolution. This information may be located using the UDFS function and the IGFM function.

After reviewing the account it was determined that the encumbrance created in Exercise 9 on page 43 was resolved to the wrong cost center. We are going to locate the transaction and redistribute the funds to the correct cost center.
A. NEXT ACCOUNT #
This field allows you to select the account that contains the transaction in need of redistribution.
1. Enter the account number for the transaction in need of redistribution.

B. OBJ CODE
This field allows you to select the central object code for the transaction in need of redistribution.
1. Enter the appropriate 339 and press enter.

C. SELECTION
This field allows you to select the cost center for the current resolution. F8 will allow you to move through the list.
1. Enter the **correct number** for the cost center that is listed in the documentation box on page 43 and press enter.

![Transaction Table]

D. SELECTION

This field allows you to select the transaction from a list of available transactions that have been resolved to this cost center. F8 will allow you to move through the list.

1. Enter the **correct number** for the transaction

2. Press **enter**.
The main FANS screen will appear allowing you complete the Department Free Space and Description again. Press F10 to move into the cost center window. F8 will allow you to move through the list of cost centers until you locate the cost center that the amount is currently resolved to. If there are more then 21 cost centers the CCTR function (search option) will appear allowing you to move directly to that cost center.

<table>
<thead>
<tr>
<th>Amount: 137.24</th>
<th>CCTR: ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT: 0108927 HN10010</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Amount</th>
<th>Free Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALYSSA L</td>
<td>137.24</td>
<td>TRAVEL</td>
</tr>
<tr>
<td>AMERFLAGS</td>
<td></td>
<td>TRAVEL</td>
</tr>
<tr>
<td>AROD</td>
<td></td>
<td>TRAVEL</td>
</tr>
<tr>
<td>BENNER</td>
<td></td>
<td>TRAVEL</td>
</tr>
<tr>
<td>BREAK ROOM</td>
<td></td>
<td>TRAVEL</td>
</tr>
<tr>
<td>BRYANKELLY</td>
<td></td>
<td>TRAVEL</td>
</tr>
<tr>
<td>CANDY1234</td>
<td></td>
<td>TRAVEL</td>
</tr>
</tbody>
</table>

Whether you are moving the entire amount or only a portion of the original amount, the current cost center must be altered to reflect the change and the amount must be entered next to the new cost center. Once competed press the enter key to update the record and return to the FANS window.
Practice Exercises

PRACTICE EXERCISE 11

1. What is the purpose of each of the following functions?

   CRFN –

   BCDE –

   RECC -

PRACTICE EXERCISE 12

1. How would I resolve a transaction that is listed in the CRFN window?
   Steps:

2. How could I determine what an error message means in BCDE?

3. Is the Available Balance accurate if there are transactions that appear in the CRFN function? Is the Resolution?

4. Is the Available Balance accurate if there are transactions that appear in the BCDE function? Is the Resolution?

5. How could I move amounts around within the cost centers in the event something was resolved incorrectly?
   Steps:
Course Review - Questions to Ponder:

Once you return to your work area you will be given tasks that will not be so clear. Below are a few situations that are vague that require you think through the process. Below each situation list the process that must be done in order to complete the given task.

1. You are told to make sure people do not spend too much money in a particular cost center.

2. You need to know what the balance is on in-state travel.

3. You need to make sure all encumbrances are cleared for Department Allotment.

4. You want to check and make sure there are no maintenance tasks that need done on your account.

5. You need to locate a manual encumbrance but don’t know the number.

6. You need to know the exact current balance on a particular cost center.

7. You need to change a spelling error on the Department Free Space.

8. You need to know if any portion of a standing encumbrance has been paid out.

9. You want to know if there is any money left in your budget to cover an expense.
OBJECTIVES
Participants will be able to
- Describe the available reporting options
- Describe the differences between FIT and the Data Warehouse

PC AND MAC REPORTING TOOLS

FIT
FIT is a tool for budget administrators and others who need to perform management functions for one account or one cost center with IBIS Financial data. FIT can be used from a personal computer to manage research grants and contracts, view balances, review detailed financial records, monitor encumbrances, and produce timely periodic reports tailored to meet the department's needs. A collection of standard report templates were created specifically for IBIS Financial Data. FIT also offers a Report Building option which provides users with the ability to create customized reports.

Viewing in FIT
- Central Object Codes
  - Singular acct
  - Summary/mnemonic
- Cost Centers
  - Singular cost center
  - Summary acct
- Sub Objects
  - Export to spreadsheet
Penn State’s Data Warehouse provides users with easy, flexible and widely-available ad hoc access to institutional data for analytical and reporting purposes. With more than two dozen databases available, it is the source for information on students, employees, classroom facilities, applicants and financial transactions.

**Viewing in Data Warehouse**

- Central Object Codes
  - Singular account
  - Multiple accounts
- Cost Centers
  - Singular cost center
  - Multiple cost centers
- Sub Objects
  - Sub-object tables

**PC/Mac Reporting Tools**

- FIT (Financial Information Tool)
  - Singular Account or Cost Center
  - Single / summary sub-objects
  - Fringe/Indirect Cost Calculations
  - Real time
- Data Warehouse
  - Multiple Accounts/Cost Centers
  - Details
  - Header Information (AURA)
  - Updated Daily
Appendix A: Function Keys and Form Actions

<table>
<thead>
<tr>
<th>PF Keys and their Functions in IBIS</th>
<th>Form Actions in IBIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1 Help</td>
<td>ADD Creates a form</td>
</tr>
<tr>
<td>F2 Returns you to the Previous Menu</td>
<td>APP Approves a form</td>
</tr>
<tr>
<td>F3 Returns you to the Main Menu</td>
<td>CAN Cancels a form</td>
</tr>
<tr>
<td>F4 Shows you the approval path</td>
<td>CHG Used when changing a form that has already been added</td>
</tr>
<tr>
<td>F5 Takes you to the first page of the form</td>
<td>COP Used to copy somebody on a form, but they are not able to edit it</td>
</tr>
<tr>
<td>F6 Takes you to the last page in the form</td>
<td>FIN Used when finished with a form</td>
</tr>
<tr>
<td>F7 Takes you back to the previous screen</td>
<td>FWD Used when sending somebody a copy of the form, however unlike the COP action, the FWD action allows the person to edit the form.</td>
</tr>
<tr>
<td>F8 Moves you forward one page</td>
<td>HIS Shows the history of the form</td>
</tr>
<tr>
<td>F9 Approves a form</td>
<td>PRT Begins the process of printing a form</td>
</tr>
<tr>
<td>F10 Begins the FANS process</td>
<td>REJ Used if you are on an approval path and want to reject a form</td>
</tr>
<tr>
<td>F11 Print Screen</td>
<td>RER Used if you want to send the form to somebody that is not on the original approval path</td>
</tr>
<tr>
<td>F12 Process</td>
<td>SUB Used by the person who created the form to submit it and start it along the approval path</td>
</tr>
</tbody>
</table>
Appendix B: The FANS Process

An Overview of the FANS Process

Certain forms in IBIS need to be resolved after completing them. This is done by a process called Financial Account Numbers (FANS). When completing the FANS process what you are actually doing is telling IBIS which Cost Center(s) and/or Subobject(s) should be associated with the transaction. It is important to point out that some Accounts do not have Cost Centers and/or Subobjects associated with them.

Since not all IBIS forms are financial, many of them do not require you to complete the FANS process. The IBIS forms that require FANS include:

- Direct Bill - Air and Rail Transportation Form (DBAF)
- Interdepartmental Charges and Credits (IDCC)
- Purchase Requisition Form (REQR)
- Report of Cash Receipts (ROCR)
- Special Request For Check (SRFC)
- Reservation & Authorization for Use of University Vehicle (VRES)
- Journal Voucher (Departmental)

The FANS process is detailed below.
Appendix C: Printing in IBIS

Printing in IBIS

It is possible to print an IBIS form, but it must have been ADDed or else you will receive an error message when you try to perform the first step.

1. In the FORM ACTION field enter PRT

2. Press F12

A screen will appear showing all of the information on the form.

At the top of the screen you will see VVVV and the cursor will be blinking right beside it. This is where you want to enter the next command.

3. Enter %H

To print to the default location simply press the Enter key. If you want to change the print location type the Printer ID in over the default.
Appendix D: TPX Quick Start Guide

Basic Features of the TPX Interface:

1. Sessid Keys—These shortcut keys have been pre-programmed to allow you to quickly access common functions in TPX.
2. Available Applications—Each available application listed in this section will include a Sessid, a Sesskey, a Session Description, and a Status.
   - Sessid—field is used to access the application through the Command prompt.
   - Sesskey—is a shortcut key that allows the user to access the application quickly.
   - Session Description—identifies the application with a common name.
3. Command prompt—The prompt where all available TPX commands or Sessid names may be entered.
4. Navigation Keys—These function keys are used to navigate the TPX interface. The Up, Down, Left and Right navigation have two Function Key Options.

Interface Overview

The TPX Interface serves as an entryway into many mainframe systems. By default, when you login to the mainframe system, you will be directed to the TPX Main Menu.

1. Sessid Keys—These shortcut keys have been pre-programmed to allow you to quickly access common functions in TPX.
2. Available Applications—Each available application listed in this section will include a Sessid, a Sesskey, a Session Description, and a Status.
   - Sessid—field is used to access the application through the Command prompt.
   - Sesskey—is a shortcut key that allows the user to access the application quickly.
   - Session Description—identifies the application with a common name.
3. Command prompt—The prompt where all available TPX commands or Sessid names may be entered.
4. Navigation Keys—These function keys are used to navigate the TPX interface. The Up, Down, Left and Right navigation have two Function Key Options.

**NOTE:** To access the second function key option, press and hold the Shift key on the keyboard and select the appropriate Function key.

Locking the Screen

1. Type L. at the Command prompt.
2. Press the Enter key on your keyboard.
   **NOTE:** TPX will lock the screen automatically after 30 minutes of inactivity.
   **NOTE:** To unlock the screen enter your password at the prompt and press the Enter key.

Open an Application in TPX

TPX offers several options for opening Applications:

**Using the Application Name:**
1. Type the Sessid Application Name at the Command Prompt.
2. Press the Enter key on your keyboard.

**Using the Function Key:**
1. Press the assigned Function Key listed in the Sesskey column for the desired application.

Help Menu

TPX offers a listing of all available commands through the Help Menu.

1. Enter H at the Command prompt.
2. Press the Enter key on your keyboard.
   The screen displays a listing of the command prompts available in TPX.
3. Press the Enter key on your keyboard to return to the TPX main menu.

Logging Off of TPX

TPX offers several options for Logging off the system:

**Using the Application Name:**
1. Type LOGOFF at the Command Prompt.
2. Press the Enter key on your keyboard.

**Using the Function Key:**
1. Press and hold the Shift Key and press the F3 Function Key on your keyboard.

   **NOTE:** TPX will automatically log you off of the system after 1 hour of inactivity.
Advanced Features of the TPX Interface:

**Activating the Application:**

Activating an application in TPX allows you to have multiple applications open simultaneously, so that you can use Jump Keys for quickly moving between active applications.

1. Click the field directly in front of the desired application in the TPX Main Menu.
2. Type an asterisk (**`).
3. Press the Enter key on your keyboard.

**NOTE:** You may also activate multiple applications by placing an asterisk in the field for each application, then pressing the Enter key on your keyboard. The advantage to this option is that it makes multiple active applications visible and allows you to move between applications using the Jump shortcuts listed in the TPX Main Menu screen.

**NOTE:** To remove an application from the Jump shortcut, you will need to deactivate it in the Main Menu. This can be done by placing an asterisk in the field directly in front of the desired application and pressing the Enter key on your keyboard.

**Multitask in TPX**

TPX provides two options for moving between mainframe applications without accessing the Main Menu:

**Using the Jump Key:**

1. Make all desired applications active using the directions above.
2. Press the Function Key assigned to the Jump Key in the TPX Main Menu.

**NOTE:** The jump key will move through the active applications in the order they are listed in the Main Menu screen.

**Using the Command Prompt:**

**NOTE:** Applications do not need to be active for this option. Opening an application in this way will make any non-active applications in the TPX Main Menu active.

1. Type the "$" symbol followed by the Command line of the application you are currently using.
2. Type the "SP" symbol followed by the Command line of the desired application.

**NOTE:** You can determine the Session Key of an application by returning to the TPX Main Menu.

**Dealing with Frozen Applications in TPX**

If an application freezes, opening a new instance of TPX will terminate the current TPX session and release the frozen application.

1. Log in to the Mainframe again.
2. Click the field directly in front of the frozen application.
3. Type an asterisk (**`).
4. Press the Enter key on your keyboard.

**Set TPX Session Options**

**In order for any changes to display in the TPX Main Menu you must start a new TPX Session.**

**Editing your TPX Session Options allows you to customize your TPX Main Menu.**

1. Open TPXADMIN from the TPX Main Menu.
2. Enter **Z** to select TPX Session Options in the Select Option field.
3. Press the Enter key on your keyboard.

**Customize Shortcuts to TPX:**

- Enter the desired new shortcut key (Function Key) in the green field for each of the shortcut keys listed in the TPX Main Menu.
- Press the **F1** Function Key to return to the TPX Main Menu.

**Adding Applications to the TPX Main Menu:**

- Table the field directly in front of the desired application. This appears at the bottom of the window.
- Move the application into the Main Menu.
- Type an asterisk (**`).
- Press the Enter key on your keyboard.
- Enter a new shortcut key in the invisible field.
- Press the **F1** Function Key to return to the TPX Main Menu.

**Remove Applications from the TPX Main Menu:**

- Table the field directly in front of the desired application.
- Move the application from the Main Menu.
- Type an asterisk (**`).
- Press the Enter key on your keyboard.

**NOTE:** This does not delete applications, it only deletes them from the TPX Main Menu.

**Create a Session Key for an Application:**

1. Click the field in the Session Key column of the desired application.
2. Type the desired Function Key number only.
3. Press the **F1** Function Key to return to the TPX Main Menu.

**Setting the Menu Order in TPX:**

1. Place numbers in the field for the Main Menu Order column of the desired applications. These numbers will dictate the order of the application in the TPX Main Menu.
2. Press the **F1** Function Key to return to the TPX Main Menu.
3. Create a new instance of TPX and log in to the Main Menu frame again.

**NOTE:** Be sure to grief all applications at once from the Main Menu order (to effectively delete the entire list).

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