

## Viewing a List of Cost Centers using ICAG

A list of cost centers associated with the County Assistance fund for your county is available using the ICAG (Inquire ObjCat by Category) function in IBIS. Follow these steps to view a list of the Cost Centers.

1. Lookup the fund number associated with your county.

A [list of all county assistance fund numbers](#) is available as a PDF document.

For example, the fund number for Adams County is 4CVD0.

2. [Login to IBIS](#)
3. In IBIS, type "ICAG" at the Next Function field.
4. In the ICAG screen, type your account (i.e. budget and fund) at the "NEXT ACCT" field and press <ENTER>.

All county offices will use the same budget ("05 - 004 - 81 UP"). For example, Adams County's account would be 05 004 81 UP 4CUB0.

```
ENTER ACCOUNT AND FISCAL YEAR FOR RECORD RETRIEVAL
08/21/17          IBIS FINANCIAL SYSTEM          ICAG
16:18:11.1      INQUIRE OBJCAT BY CATEGORY      ALN
Account Name:
Sel Catg      Budget(B)      Encumbrance(E)      Actual(A)      Income      %ACT %A/E
- INCOM              .00              .00              .00              .00              0  0

Sel Catg      Budget(B)      Encumbrance(E)      Actual(A)      Balance      %ACT %A/E
- SALRY              .00              .00              .00              .00              0  0
- WAGE               .00              .00              .00              .00              0  0
- ALLOT              .00              .00              .00              .00              0  0
- EQUIP              .00              .00              .00              .00              0  0
- CAPTL              .00              .00              .00              .00              0  0
- DVRHD              .00              .00              .00              .00              0  0
- TOTAL              .00              .00              .00              .00              0  0

NET              .00              .00              .00              .00

Create Date: 00 / 00 / 0000 Closed Date: 00 / 00 / 0000      0 % Elapsed Days
STATUS: (Begin to End Date)
NEXT ACCT: 05 - 004 - 81_UP 4cvd0 FISC YR: 2017 / 2018 CCTR:
NEXT FUNCTION: (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP MENU CMPS END . . . . . HDR PRNT .
```

A list of your first 10 cost centers will displayed:

```

ENTER A NUMBER AND PRESS 'ENTER' TO SELECT    PF9 RETURN W/O SELECTION
08/21/17                                IBIS FINANCIAL SYSTEM                ICAG
16:29:01.1                               SELECT ACCOUNT                        ALN

                                Select which structure to view

C-Closed
Select
Pure-id  -----Long Title-----  Type  Mnemonic/  Activity  Admin
          Cost-Center
1  UNIV1  UNIVERSITY DEFAULT                UNIV
2          COUNTY PASS-THROUGH        COST  COPASS4CVD  004
3          COUNTY BUDGET SHORTFALL    COST  COSHRT4CVD  004
4          EXTENSION SALE PUBLICATIONS  COST  EXTPUB4CVD  004
5          SOIL TEST KITS              COST  SOILKT4CVD  004
6          4275 A ADM: PLAN & COORD    COST  4275814CVD  004
7          8000 E 4-H YOUTH DEVELOPMENT  COST  8000814CVD  004
8          8100 E AG ENTREPRENEURSHIP ECO  COST  8100814CVD  004
9          8200 E DAIRY                COST  8200814CVD  004
10         8300 E EQUINE                COST  8300814CVD  004

Enter Selection:  __
                ACCT#: 05 - 004 - 01 UP 4CVD00  FY: 2017 / 2018
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
  
```

Press PF8 to view the next set of cost centers.

Press PF9 to return to the initial ICAG screen.

Press PF10 to go to the beginning of the list. (There is no back function to view the previous screen.)

Press PF11 to print the contents of the screen.

The ICAG screen also allows you to view the transactions and balances of your assistance fund or a specific cost center. For example, in the screen above, you would enter 1 at the Enter Selection field and the <Enter> key to view the transactions/balance of the Adams County assistance fund.