



MAESTRO - IDC DISTRIBUTION LOOK-UP

	 Administrator	 Researcher
How to look-up a project's IDC Distribution Agreement?	<ol style="list-style-type: none"> 1. Select <i>Project</i> icon 2. Input Project Number 3. Click <i>Search</i> 4. Select <i>Project number</i> 5. Select <i>IDC Distribution</i> in the menu column 	<ol style="list-style-type: none"> 1. <i>Select PI</i> 2. Fill in information 3. Click <i>Search</i> 4. Select <i>PI name</i> and click <i>OK</i> 5. Click <i>Project</i> icon 6. Select <i>Project number</i> 7. Select <i>Budget Actions</i> 8. Click <i>IDC Distribution</i>
How to look-up a project's IDC Distribution?	<ol style="list-style-type: none"> 1. Select <i>Account</i> icon 2. In the menu column select <i>Advanced Active Sponsored Accounts</i> 3. Input 6 digit SL number 4. Click <i>Search</i> 5. Select <i>Account Title</i> 6. Select <i>IDC Reallocation</i> in the menu column 	<ol style="list-style-type: none"> 1. <i>Select PI</i> 2. Fill in information 3. Select <i>Search</i> 4. Select <i>PI name</i> and click <i>OK</i> 5. Select <i>Account</i> icon 6. Select <i>Account number</i> 7. Click <i>Account Information</i> icon 8. Scroll down to <i>Account IDC</i> Section
How to look-up monthly IDC allocations?	<ol style="list-style-type: none"> 1. Select <i>Account</i> icon 2. In the menu column select <i>All Accounts</i> 3. Input IDC account number in the SL and SA field 4. Click <i>Search</i> 5. Select <i>Account Title</i> 6. Select <i>Transactions</i> in the menu column 7. Click <i>Budget</i> 8. Select <i>Search Period</i> and click <i>Search</i> <p><u>FAMIS</u> Screen 63 – Ref 4</p>	<ol style="list-style-type: none"> 1. <i>Select PI</i> 2. Fill in information 3. Click <i>Search</i> 4. Select <i>PI name</i> and click <i>OK</i> 5. Click <i>Account</i> icon 6. Select <i>PI IDC Account number</i> 7. Click <i>Account Transactions</i> icon 8. Select <i>Budget</i> in the menu 9. Select <i>Search Period</i> and click <i>Search</i>

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