

Unit Codes Listings in Unit Code Order

GG5 provides a listing of units in unit code order, as well as the unit title and administrator.

Typing a 7-digit unit code number in the Misc field will bring up that code to the top of the list.

Type an X in the field to the left of the unit code and press ENTER to display the unit contacts and the authorized signers at the unit level.

```
>> Please press enter for the next page. <<
*DEFINE UNIT CODES - UNIT CODE ORDER - GG5 Year 05 06
Command: GG5 Account: _____ Misc: 5100000 _____ Month: OCT
=====
Unit Title Name - Administrator - EID
-----
x 5100 000 OFFICE OF ACCOUNTING FRIEDRICH, GLENN E UT EID
- 5101 000 IQ - INFO QUEST FRIEDRICH, GLENN E UT EID
- 5103 000 UNIVERSITY ADMIN FRIEDRICH, GLENN E UT EID
- 5103 001 OA-FRIEDRICH FRIEDRICH, GLENN E UT EID
- 5103 002 OA-PAYROLL RECON FRIEDRICH, GLENN E UT EID
- 5103 003 UNIVERSITY ADMIN FRIEDRICH, GLENN E UT EID
- 5115 000 OFFICE OF ADMISSIONS WALKER, NORMAN B UT EID
- 5115 001 ADMISSIONS-LITTLE CAMP WALKER, NORMAN B UT EID
- 5115 002 ADMISSIONS-MSSP WALKER, NORMAN B UT EID
- 5115 003 ADMS-PI-PAVER WALKER, NORMAN B UT EID
- 5115 004 ADMS-PI-BINDER CARVER, LARRY D UT EID
- 5115 005 ADMS-FORMER STUD RECRD WALKER, NORMAN B UT EID
- 5115 006 ADMS-PI-GALVAN GALVAN, ROBERT R UT EID
- 5120 CRD CENTRAL RECEIVING SELF, FLOYD G UT EID
- 5120 PUR PURCHASING DEPARTMENT SELF, FLOYD G UT EID

-Mark with a B to display Budget Groups, anything else to show Unit Contacts--
-- 0 UT Austin ----- PF1 = Options----- PF8 = Exit----- 10/03/05 01:19 PM -
```

Unit Contacts/authorized Signers

All authorized signers for a unit are also authorized signers for the budget groups within the unit.

Unit heads may use GG5 to designate authorized signers. Enter the UT EID for each signer and the date range for their authorization. To provide indefinite authorization enter 99999999 as the to date. Dates are entered in MMDDYY format.

Note: Unit heads have signature authority they do not need to be listed as authorized signers.

Contacts may be updated on this screen by the Office Manager or Delegates.

```
>> Please press enter for the next page. <<
*DEFINE +-----
Command: G -- UPDATE UNIT CODES --
=====
Unit Administrator: FRIEDRICH, GLENN E EID: UT EID
Short Title: OFFICE OF ACCOUNTING Abbr: OA
-----
x 5100 000 <= Long Title: OFFICE OF ACCOUNTING
- 5100 001 Routing:
- 5103 000 Contacts: Name EID Phone
- 5103 001 ACCOUNTING GOSS, M JANE R UT EID 471-2797
- 5103 002 BUDGET FRIEDRICH, GLENN E UT EID 471-3723
- 5103 003 INVENTORY BARNARD, AMY S UT EID 471-2812
- 5115 000 LEDGER SHEET GOSS, M JANE R UT EID 471-2797
- 5115 001 PAYROLL GOSS, M JANE R UT EID 471-2797
- 5115 002 PERSONNEL GOSS, M JANE R UT EID 471-2797
- 5115 003 PURCHASING HENRY, REBECCA A UT EID 232-5644
- 5115 004 TRAVEL GOSS, M JANE R UT EID 471-2797
- 5115 005
- 5115 006 Authorized signers: Date: From To
- 5120 CRD UT EID GLASS, BARBARA L 04011998 08312009
- 5120 PUR UT EID WALLACE, RENEE L 03021997 03252002
UT EID PARKS, MICHAEL 04012001 06012004
--Mark with -----
--- 0 UT Au +-----
-- Press PF-3 for Mail Codes; PF-2 for List of All Signers -
```


B in the mark

Type a **B** in the mark to the left of the unit code to display the budget groups in this unit.

If there is more than one page press ENTER to scroll forward.

```

*DEFINE      >> End of budget group list <<
Command: G   Unit: 5100 Sub: 000 Org Level: 7 Reports to Official: 5040
=====
              Administrator: UT EID      Name: FRIEDRICH, GLENN E
              Short Title: OFFICE OF ACCOUNTING      Abbr: OA
              Long Title: OFFICE OF ACCOUNTING

B 5100 000   <=
- 5100 001   Start List:
- 5103 000   Budget Group      Budget Group Title
- 5103 001   - 14-0220-00      OA -OFFICE OF ACCOUNTING
- 5103 002   - 14-0221-20      OA -SPON PROJ ADMINISTRATION-C&G
- 5103 003   - 18-0003-50      OA -ORACLE ASSESSMENT CLEARING ACCOUNT
- 5115 000   - 18-0003-55      OA -OFFICE OF ACCOUNTING - TOWN MEETING
- 5115 001   - 18-0003-60      OA -COMPONENT SUPPORT - ACCOUNTING
- 5115 002   - 19-0220-01      OA -OFFICE OF ACCOUNTING REVOLVING FUND
- 5115 003   - 19-0220-11      OA -HAND THE ISS OF VETS BKS,SUPPS,&EQP
- 5115 004   - 19-0220-14      OA -ACCTG-PERK./NDSL LATE CHARGE RECPTS
- 5115 005   - 19-0220-15      OA -CR. CARD DISCOUNT FEE-FLAT RATE TUI
- 5115 006   - 29-1850-00      OA -OFFICE OF ACCOUNTING
- 5120 CRD   - 30-0012-65      OA -NDSL COLLECTIONS
- 5120 PUR   - 32-9967-52      OA -EMERGENCY LOANS/DISBURSEMENT CLRNG
--Mark with
--- 0 UT Au
    
```

x in the mark by the budget group

Type an **X** in the mark by the budget group and press ENTER.

A window will pop up that will allow you to set authorizations at the budget group level.

```

*DEFINE      >> End of budget group list <<
Command: G   Unit: 5100 Sub: 000 Org Level: 9 Reports to Official: 5050
=====
              Administrator: 585422383 Name: MILLER, KATHERINE W
              Short Title: OFFICE OF ACCOUNTING      Abbr: OA
              Long Title: OFFICE OF ACCOUNTING

B 5100 000   <=
- 5100 001   Start List:
- 5103 000   Budget Group      Budget Group Title
- 5103 001   x 14-0220-00      OA -OFFICE OF ACCOUNTING
- 5103 002   - 14-0220-20      OA -SPON PROJ ADMINISTRATION-C&G
- 5103 003   - 18-0003-50      OA -ORACLE ASSESSMENT CLEARING ACCOUNT
- 5115 000   - 18-0003-55      OA -OFFICE OF ACCOUNTING - TOWN MEETING
- 5115 001   - 18-0003-60      OA -COMPONENT SUPPORT - ACCOUNTING
- 5115 002   - 19-0220-01      OA -OFFICE OF ACCOUNTING REVOLVING FUND
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- 5120 CRD   - 30-0012-65      OA -NDSL COLLECTIONS
- 5120 PUR   - 32-9967-52      OA -EMERGENCY LOANS/DISBURSEMENT CLRNG
--Mark with
--- 0 UT Au
    
```

Contacts/Signers for a budget group

The Administrator, Contacts, and Authorized signers for the budget group marked are displayed.

When a name is listed at the budget level as a contact, it overrides the name listed at the unit level.

```

Command: G | >> 14-0220-00 OA -OFFICE OF ACCOUNTING <<
===== | Unit: 5100 Sub: 000 Org Level: 7 Reports to Official: 5040
*DEFINE | -----+-----+
Unit | Administrator: FRIEDRICH, GLENN E EID: UT EID
| Short Title: OFFICE OF ACCOUNTING Abbr: OA
b 5100 000 | <= Long Title: OFFICE OF ACCOUNTING
- 5100 001 | Routing:
- 5103 000 | Contacts: Name EID Phone
- 5103 001 | ACCOUNTING GOSS, M JANE R UT EID 471-2797
- 5103 002 | BUDGET
- 5103 003 | INVENTORY
- 5115 000 | LEDGER SHEET GOSS, M JANE R UT EID 471-2797
- 5115 001 | PAYROLL
- 5115 002 | PERSONNEL
- 5115 003 | PURCHASING
- 5115 004 | TRAVEL
- 5115 005 |
- 5115 006 | Authorized signers: Date: From To
- 5120 CRD | _____
- 5120 PUR | _____
--Mark with | -- PF-3 for Mail Codes; PF-2 for List of All Signers--
--- 0 UT Au +-----+-----+
    
```