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# COMMAND HELP



## **GG8 & GG9: Object Class Codes**

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# Class Information

For more information on classes, take a look at TXCLASS:

**<http://dpweb1.dp.utexas.edu/txclass>**

### How To Find Object Class Codes

Object class codes (commonly referred to as *object codes*) are 4-digit codes used for describing accounting transactions. Every accounting transaction must be assigned an object code. The Office of Accounting is responsible for creating and maintaining the object codes used by The University.

The first digit of the code indicates the type of transaction. The most common codes used by departments are:

- 0XXX — Encumbrances
- 1XXX — Expenditures
- 3XXX — Income
- 7XXX — Transfers

The GG8 and GG9 commands in \*DEFINE are used to find object class codes.

```
>> Please press enter to page forward. <<
*DEFINE          OBJECT CODES - CODE ORDER - GG8          Year 97 98
Command: GG8     Account: _____ Misc: J0_____      Month: FEB
=====
Object          State      Title              Type Inv BF-T      Keyword
-----
- 0100          NONE    SALARY ENCUMBRANCES  SA      0100    ENCUMBRANCE-SALARY
- 0105          NONE    FRINGE BENEFIT ENCUMBR SA      0105    ENCUMBRANCE-FRG BN
- 0200          NONE    MATERIAL ENCUMBRANCES EN      0201    ENCUMBRANCE-MATERI
- 0202          NONE    PURCHASE ORDER EST  EN      0201    ENCUMBRANCE - EST
- 0204          NONE    ENCUMBRANCES FOR BOOKS EN      0204    BOOK ORDERS
- 0299          NONE    MATERIAL ENCUMB -BFW RF      0201    ENCUMBRANCE-BAL FW
- 0300          NONE    SCHOLARSHIP ENCUMB  EN      0300    ENCUMBRANCE-SCHOLA
- 0399          NONE    SCHOLARSHIP ENC FORWD RF      0201
- 0401          NONE    COMPUTER ENCUMBRANCES EN      0401    CENTER-COMPUTATION
- 0402          NONE    COMP ENC --INACTIVE--- EN      0401
- 0403          NONE    COMPUTER ENCUMB-CHPC EN      0403    CENTER-COMPUTATION
- 0404          NONE    COMP ENC --INACTIVE--- EN      0403
- 0499          NONE    COMPUTER ENCUMBR-BFW RF      0201    COMPUTER ENCUM FWD
- 0500          NONE    TRAVEL ADV ENCUMBR  EN      0500    ENCUM-TRAVEL ADVAN
- 0505          NONE    CENT BILLED TRAVEL ENC EN      0505    BILLED

-- 0 UT Austin ----- PF1 = Options ---- PF8 = Exit ---- 2/06/98 03:49 PM --
```

### GG8: Object Codes in Code Order

Typing a number in the MISC field and pressing ENTER will display object codes starting from the number you entered.

Pressing ENTER will page forward one screen at a time. After you have paged forward at least one screen you can also page back using the PF4 key.

```
Please press enter to page forward. <<
DEFINE          OBJECT CODES - CODE ORDER - GG8          Year 97 98
Command: GG8     Account: _____ Misc: 1101_____      Month: FEB
=====
Object          State      Title              Type Inv BF-T      Keyword
-----
1101            7008    SAL/WAGES-FACULTY   DI      8100    FACULTY SALARIES
1102            7008    SAL/WAGES-EXTENS INSTR DI      8100    EXT INSTR SALARIES
1103            7008    SAL/WAGES-FACULTY-BRP DI      8100    BRP FACULTY WAGES
1105            7014    SAL/WAGES-ASST INST DI      8100    ASSIST INSTR S&W
1106            7014    SAL/WAGES-STUDENT BRP DI      8100    BRP STUDENT WAGES
1110            7010    SAL/WAGES-ADMIN    DI      8100    ADMIN SALARIES
1111            7010    SALARY&WAGES ADM-PT DI      8100
1112            7010    SAL/WAGES-ADMIN BRP DI      8100    ADMINIS BRP WAGES
1115            7010    SAL/WAGES-RESEARCH DI      8100    RESEARCHERS S&W
1120            7015    SAL/WAGES-CLASS    DI      8100    CLASSIFIED SAL
1121            7015    SAL & WAG CLASS-PT  DI      8100
1122            7015    SAL&WAG-ADMIN CLASS DI      8100    ADMIN CLASSIFIED
1123            7015    SAL/WAGES-CLASSIF BRP DI      8100    BRP CLASSIF WAGES
1124            7014    TUITION REMISSION  DI      8100    SALARY
1125            7014    SALARIES & WAGES TA DI      8100    SALARIES

-- 0 UT Austin ----- PF1 = Options ---- PF8 = Exit ---- 2/06/98 03:52 PM --
```

**GG8: Detailed Information for a Code**

Marking an object code and pressing ENTER will display more information about the code.

**Object:** The UT object code set up by the Office of Accounting.

**State:** If there is a corresponding state object code for the UT object code it will be displayed here. Otherwise it will say NONE.

**Trans Type:** The default accounting transaction type that shows until the T-code is assigned.

**Status:** 'A' means the code is active; 'I' means the code is inactive. **Note:** The detailed window is the only place to tell if a code is active or inactive.

**Abbreviation/Short/Long Title:** The titles for the code.

**Keywords:** Describe the purpose of the code. Sometimes the title itself is insufficient to determine what the code is for. Keywords help clarify the code's purpose.

```
>> Please press enter to page forward. <<
*DEFINE          OBJECT CODES - CODE ORDER - GG8          Year 97 98
Command: GG8     Account: _____ Misc: 1101_____ Month: SEP
=====
Objec +-----+
-----+-----+
-- Update Records --
x 1101  <= Object: 1101 State: 7008  Trans Type: DI  Status: A LBB: 1005
- 1102  USAS Batch Type: 1  Bal.Fwd.T-Code: 8100
- 1103  USAS Doc. Type: J  Inventory Sw : __
- 1105  Taxable Sw : _
- 1106  Abbreviation: SAL/WAGE-FAC  Display old codes? _
- 1110  Short Title : SAL/WAGES-FACULTY_____
- 1111  Long Title  : SALARIES & WAGES-FACULTY_____
- 1112  _____
- 1115  _____
- 1120  Keywords: _____ Total Keywords: 5
- 1121  FACULTY SALARIES_____ SAL & WAGES FACULTY_ SALARIES & WAGES_____
- 1122  SALARIES-FACULTY_____ WAGES-FACULTY_____
- 1123  _____
- 1124  _____
- 1125  _____
-----+-----+
-- 0 UT Austin  ----- PF1 = Options ---- PF8 = Exit ---- 2/06/98 03:02 PM --
```

**GG9: Object Codes in Keyword Order**

The GG9 command displays codes in keyword order and works the same as the GG8 command.

Typing a keyword in the MISC field and pressing ENTER displays keyword entries starting from the one you entered. The window lists the keyword, the corresponding object class code, and the total keywords for that code.

In this example there are several keywords with the word *supplies*. In order to ensure that an object code is the one you want you must mark the code and press ENTER...

```
Please press enter to page forward.
*DEFINE          OBJECT CODES - KEYWORD ORDER - GG9          Year 96 97
Command: GG9     Account: _____ Misc: SUPPLIES_____ Month: FEB
=====
Keyword          Object Class Code  Total Keywords (including
-----+-----+-----+-----+
Misc.)
- SUPPLIES-ANIMAL          1451          44
- SUPPLIES-COMP-CHPC       1406          12
- SUPPLIES-COMPUTER        1404          103
- SUPPLIES-COMPUTER        1405           8
- SUPPLIES-COMPUTER        1406          12
X SUPPLIES-CONSUMABLE      1401          186
- SUPPLIES-CONSUMABLE      1403          42
- SUPPLIES-FARM            1451          44
- SUPPLIES-FOOD-EDUCAT     1415          17
- SUPPLIES-FOOD-RESEAR     1415          17
- SUPPLIES-GARDEN          1451          44
- SUPPLIES-IAC             1460          10
- SUPPLIES-ITV             1460          10
- SUPPLIES-LABORATORY      1401          186
-----+-----+-----+-----+
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/24/97 11:37 AM --
```

**GG9: Detailed Information for a Code**

...to get the details for that code. (This is the same screen we discussed for the GG8 command.)

Notice that in this example that there are 186 keywords used to describe this object code. Pressing ENTER will page forward through all the keyword screens.

```
>> Please press enter to page forward. <<
*DEFINE          OBJECT CODES - CODE ORDER - GG8          Year 97 98
Command: GG8     Account: _____ Misc: 1401_____     Month: SEP
=====
Objec +-----+
-----+-----+
-- Update Records --
x 1401  <= Object: 1401 State: 7300  Trans Type: DI  Status: A LBB: 2000
- 1402                                     USAS Batch Type: 1  Bal.Fwd.T-Code: 8100
- 1403                                     USAS Doc. Type: J   Inventory Sw : ___
- 1404                                     Taxable Sw : ___
- 1405  Abbreviation: CONS OFF SUP           Display old codes? _
- 1406  Short Title : CONSUM OFF/CMPTR SUPPL
- 1407  Long Title  : CONSUMABLE OFFICE/COMPUTER SUPPLIES_____
- 1408  _____
- 1409  _____
- 1410  Keywords:                               Total Keywords: 109
- 1415  APPOINTMENT BOOKS___ BADGES_____ BATTERIES-COMPUTER___
- 1416  BATTERY PACK-COMPUTR BLANK COMPUTER TAPES BOXES-FILE_____
- 1417  BOXES-STORAGE_____ BRIDGES-COMPUTER CALENDARS_____
- 1420  CARTRIDGE-TONER-COPY CASSETTE MAILERS___ CHALK_____
- 1425  CLEANER-HEAD-DISK___ COLUMNAR SHEETS___ COMPUTER CONSUMABLES
      COMPUTER FLOPPY DISK COMPUTER FORMS_____ COMPUTER RIBBON_____
-----+-----+
-- 0 UT Austin ----- Pf1 = Options ---- PF8 = Exit ---- 2/06/98 03:04 PM --
```

**GG9: Viewing Keywords**

There are probably other keywords that could be used to describe this code. However, the total number of keywords for a code cannot exceed 186. (In most cases this is sufficient!)

To return to the main screen press CLEAR.

Remember: Keywords can help you determine whether this is the code you really want. If the keywords don't seem to fit your transaction continue your search. Chances are there is another object code more suited for what you need.

```
*DEFINE          OBJECT CODES - CODE ORDER - GG8          Year 97 98
Command: GG8     Account: _____ Misc: 1401_____     Month: SEP
=====
Objec +-----+
-----+-----+
x 1401  <= Keywords:                               Total Number of Keywords: 109
- 1402  COMPUTER TAPES-BLANK COMPUTER-BRIDGES___ COMPUTER-CONT FORMS_
- 1403  COMPUTER-DISKETTES___ COMPUTER-KITS_____ COMPUTER-PLOTTER PEN
- 1404  COMPUTER-PRINTER INK COMPUTER-PRINTR PAPR COMPUTER-TONER___
- 1405  COMPUTR BATTERY PACK CONSTRUCTION PAPER___ CONSUMABLE SUPPL-OFF
- 1406  CONSUMABLES_____ CONSUMABLES-COMPUTER CONTINUOUS FORMS-COM
- 1407  CORRECTION FLUID___ COVERS-MANUSCRIPT___ DECALS_____
- 1408  DEFENSIVE DRIVE CERT DISK-FLOPPY_____ DISKETTE HEAD CLEANE
- 1409  DISKETTES_____ ENVELOPES_____ FAX PAPER_____
- 1410  FILE BOXES_____ FILE FOLDERS_____ FILE FOLDERS-HANGING
- 1415  FILE POCKETS_____ FILM-COMPUTER OUTPUT FLOPPY DISKS_____
- 1416  FOLDERS-FILE_____ FORMS-COMPUTER_____ FORMS-CONTINUOUS-COM
- 1417  FORMS-STOCK_____ HANGING FILE FOLDERS HEAD CLEANER-DISK___
- 1420  INDEX CARDS_____ INK_____ INK-PRINTERS-COMPUTE
- 1425  JOURNAL-NOTARY_____ KITS-COMPUTER_____ LABELS_____
-----+-----+
-- 0 UT Austin ----- Pf1 = Options ---- PF8 = Exit ---- 2/06/98 03:06 PM --
```

**GG9: Be Careful What You Select**

Always keep in mind what type of transaction you are doing. You can save yourself time and prevent errors by narrowing your search to the proper codes.

In this example there are several codes with the keyword FAX. Note that FAX Service is an income code (it starts with a '3') and that FAX'ing Services is an expenditure code (it starts with a '1'). Looking at the detail windows can help you determine which of these FAX codes to use. If you're creating an expenditure transaction, however, you don't need to look at FAX Service in detail since it has an income code.

Remember: Knowing the type of transaction will help you choose the right code.

```

Please press enter to page forward.
*DEFINE          OBJECT CODES - KEYWORD ORDER - GG9          Year  97 98
Command: GG9     Account: _____ Misc: FAX _____      Month: FEB
=====
Keyword          Object Class Code      Total Keywords (including
-----          -
- FAX CARDS-COMPUTER      1860          39
- FAX CHARGES-OTHER      1785          24
- FAX CHG-TELEPHONE-LD   1780          14
- FAX CHG-TELEPHONE-MO   1781          29
- FAX MACHINE-MAINT      1784          25
- FAX MACHINE-PURCHASE   1860          39
- FAX MACHINE-RENTAL     1787          29
- FAX MACHINES           1867          4
- FAX PAPER              1401         109
- FAX SERVICE            3806          6
- FAX-COMMUN SER FEE     1789          63
- FAX'ED INFORMATION     1789          63
- FAX'ING SERVICES       1789          63
- FAYETTE CTY SALE TAX   6035          3
- FD RAISING CONSORTIA   3345          3

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/06/98 04:11 PM --
    
```

**How To Get an Object Code Listing**

If you would like a paper listing of object codes press PF15 from within GG8 or GG9 to display this window. Marking next to a report and pressing ENTER will print a list to your DP shelf.

Caution: When using a list remember that it may not contain the most current information. You should probably request a new list periodically to make sure you have up-to-date information.

```

Please press enter to page forward.
*DEFINE          OBJECT CODES - KEYWORD ORDER - GG9          Year  97 98
+-----+
>> Last entry; mark jobgroup to submit or ENTER to return <<
*DEFINE          Starting Jobgroup: _____
Jobgroup Description                                     Jobgroup
- OBJECT CODE WORK FILE - SORTED BY STATE CODE         AQJGA01W
- OBJECT CODE REPORT - CODE ORDER                      AQJGA011
- OBJECT CODE REPORT - KEYWORD ORDER                  AQJGA012
- OBJECT CLASS CODES INCLUDING OLD CODES              AQJGA013
- OBJECT CODE REPORT - SORTED BY STATE CODE           AQJGA014
- OBJECT CODES - EXPENDITURE AND INCOME ONLY          AQJGA018
- OBJECT CODE REPORT - SORTED BY LBB OBJECT CODE      AQJGA019
+-----+
    
```