GG8 & GG9: Object
Class Codes

For Accounting Questions
Phone: 471-8802
E-Mail: oa.askme@austin.utexas.edu
Website: http://www.utexas.edu/business/accounting
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.

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.
**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.

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**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...
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.

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.
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.

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.