The GO1 command displays balances by object class code. To view object class code balances for a specific account group, type in the first 2 digits of the account and press ENTER.

This screen shows the November ending balance and the December ending balance. The column between these balances displays December activity. No amount in this column indicates there has been no activity on this account for that object code.

To change the ending month, change the month on the command line. Note: If you are looking at the current month, the last column displays balances through the current date (i.e., not ending balances).

To view object class code balances for a specific account, type the account number in the Account field on the command line and press ENTER.

Note: You can type either the full 10-digit account number or the 8-digit budget group. Typing in the budget group will show you the big picture for all the accounts.
Press ENTER to scroll forward or type a starting object code in the Misc field as a starting point. For instance, by typing "3" in the Misc field and pressing ENTER the list will start with 3XXX object codes.

To find out more information about a particular balance mark it and press ENTER. In this example the 1402 code was marked.

If the screen is blank, check the starting date. The transactions that make up the balance probably occurred prior to the date in the Starting Date field. You can update this field to another date.

Note: If you are looking up balances for a budget group this screen will always be blank. That's because transactions are recorded at the 10-digit account level. You will need to enter in the full account number to use this screen.
GO1 Command

Changing the date to 11/1/97 shows that activity took place in November. If the screen is still blank continue changing the starting date until transactions appear. Note: Starting from 9/1 will prevent you from having to guess what month activity took place in.

The transactions that make up the balance will be displayed. This screen has the same functionality as the GT screens.

Press ENTER to scroll forward. To return to the GO1 screen, press CLEAR several times until you make your way back up the levels.