

Object Lookup Dashboard Page

The Object Lookup dashboard page details available Object Codes, their description and uses. You may prompt by Object Code or any part of the Description. When prompting by a word in the Description, it will search the Parent level Object Descriptions.

Use Object Lookup:

- To see the Description for a specific Object Code
- To see the Object Code for a specific Description
- To view Object Code Hierarchy detail

NOTE: Object Lookup will replace Natural Account Lookup.

inance Lookups				
L Funds Available	Grants Funds Available	Object Lookup	Conversion Lookup	Cost Ce
Object Code	Select Value	Description contains	any	
			Apply Re	set 🗸

Prompts	Definition
Object Code	Six-digit value that defines the what kind of transaction is taking place and delineates the values by account type for Assets, Liabilities, Fund Balance, Revenues, Expenses and Transfers.
Object Category	The high-level categorization of Object Codes (Assets, Liabilities, Fund Balances, Revenues, Funding Transfers, Expenses, and Investment Transfers).
Description contains any	Allows you to query the Object Description in the Parent values using a specific word(s). Examples: Supplies, Tuition, Professor, and Travel, etc.





Object Lookup in Use

ATTN: OBJECT LOOKUP WILL REPLACE NATURAL ACCOUNT LOOKUP.

The following example prompts by Object Code 718110

Finance Lookups						Но	ome Catalo	g Favorites
L Funds Available	Grants Funds Available	Object Lookup Co	nversion Lookup Co	st Center Lookup PO Summa	ry Payments	Equipment Invento	ry	
rompts								
Object Code //	10110	escription contains any						
Object Code / Object Category	-Select Value	vescription contains any [Apply Reset v	~				
Object Code / Object Category	Select Value	escription contains any	Apply Reset	,				
Object Code / Object Category	-select Value	escription contains any	Apply Reset	×				

- 1. Enter the Object Code or Description.
- 2. Click Apply.

If you enter a word in the Description, it will search the Parent level Object Descriptions.

Dashboard Page Columns (on screen)

OBJ LVL A Desc/#, OBJ LVL B Desc/#, OBJ LVL C Desc/#, OBJ LVL Desc/#, OBJ LVL E Desc/#, OBJ LVL F Desc/#, Object, OBJ Desc

Additional Fields Included in Export to CSV

No additional fields are included.