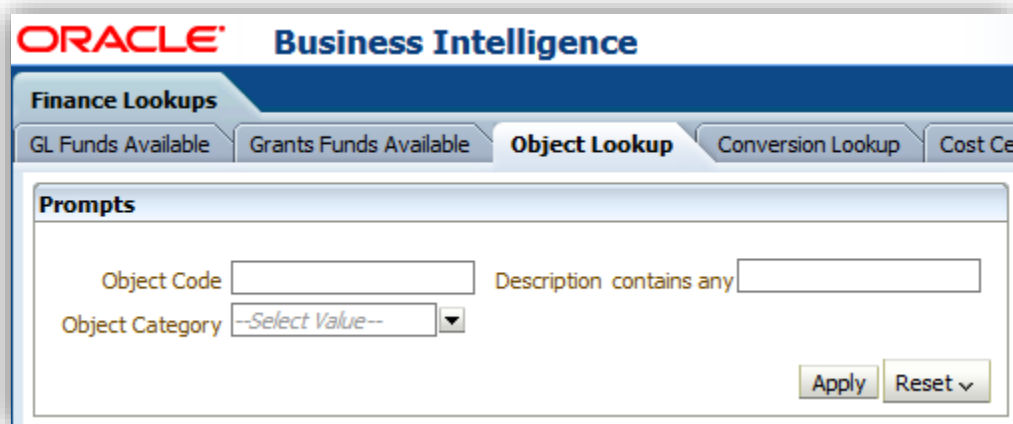## Object Lookup Dashboard Page

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.

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**

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.