Add/Update Sub Object (AUSO)

Table of Contents

> Note:
The AUSO documentation consists of four documents.

Topics contained in this document:

- How to Access AUSO
- Creating a Sub Object Template
- Modifying a Sub Object Template
- Cloning a Sub Object Template
- Browsing a Sub Object Template

Related documents:

- Relating a Sub Object to an Organizational Unit
  - Relating Sub Objects to an Account
  - Relating Sub Objects to Cost Centers
  - Relating Sub Objects to Cost Centers with an Activity (currently not available)
  - Relating Sub Objects to an Agency (Global)
  - Relating Sub Objects to a Fund Type (Global)
  - Relating Sub Objects to a Budget/Fund Range (Global)

- Modifying an Organizational Unit Relationship
  - Modifying a Sub Object Relationship to an Account
  - Modifying a Sub Object Relationship to a Cost Center
  - Modifying a Sub Object Relationship to a Cost Center with an Activity (currently not available)
  - Modifying a Sub Object Relationship to an Agency (Global)
  - Modifying a Sub Object Relationship to a Fund Type (Global)
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- Browsing a Sub Object by Account or Cost Center
  - Browsing a Sub Object by Account
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Ending an Organizational Unit Relationship

- Ending an Organizational Relationship for an Account
- Ending a Sub Object Relationship for a Cost Center
- Ending a Sub Object Relationship for a Cost Center with an Activity
- Ending a Sub Object Relationship for an Agency (Global)
- Ending a Sub Object Relationship for a Fund Type (Global)
- Ending a Sub Object Relationship for a Budget/Fund Range

How to Access AUSO

- Logon to CCOM.
- At the Compass Screen, select IBIS Admin Menus.
- At the M1M1 Menu, enter AUSO on the NEXT Function Line.

Creating a Sub Object Template
• Press PF4 to Create a Sub Object Template.

1. Enter a Sub Object Name
2. Enter the **Sub Object Description**. Up to 15 Sub Object Descriptions can be entered per page. For additional lines, press **PF8**.

3. Up to nine object codes can be entered per line (see the heading **First Nine Object Codes**).

4. To **Locate Lines with a specific Object Code**, type the object code, then press **PF4**.

**PF Key Description**

- **PF5** *Insert* a Sub Object Description line
- **PF6** *Delete* a Sub Object Description line
- **PF7** *Page Back* to previous Sub Object screen
- **PF8** *Page Forward* to next Sub Object screen

- To **Process Object Codes One Line at a Time**, press **PF9**. This will take you through each Sub Object and give you a full screen of lines to enter additional object codes. A range of object codes may also be entered (see fields 1 and 2 on the graphic below).

> **Note:**
To select a specific Sub Object line, place your cursor on the appropriate **Sub Object Description Line** and press **PF3**. This will enable you to enter additional object codes for one Sub Object only.
For a list of valid University Object codes, place the cursor on any line where object codes can be entered, then press PF1.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CODE</th>
<th>TEST OBJECT CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>033B</td>
<td>MEALS &amp; TRAVEL</td>
</tr>
<tr>
<td>2</td>
<td>0331</td>
<td>PREPD REG-CONF &amp; SEM</td>
</tr>
<tr>
<td>3</td>
<td>0332</td>
<td>GROUP MEALS</td>
</tr>
<tr>
<td>4</td>
<td>0333</td>
<td>WITT LION INN CHARGES</td>
</tr>
<tr>
<td>5</td>
<td>0334</td>
<td>TRAINEE TRAVEL</td>
</tr>
<tr>
<td>6</td>
<td>0335</td>
<td>CONF MEALS - CE ONLY</td>
</tr>
<tr>
<td>7</td>
<td>0336</td>
<td>IN-STATE TRAVEL</td>
</tr>
<tr>
<td>8</td>
<td>0337</td>
<td>OUT-OF-STATE TRAVEL</td>
</tr>
<tr>
<td>9</td>
<td>0338</td>
<td>OUT-OF-COUNTRY TRAVEL</td>
</tr>
<tr>
<td>10</td>
<td>0339</td>
<td>PSU INTER-CAMPUS TRAVEL</td>
</tr>
</tbody>
</table>

ENTER: T = TOP  N = NEXT  P = PREV
or ITEM # to select correct code

EXIT HELP WITH PF12 OR PF24

SELECTION: N

To go to the top of the pick list type a "T" at SELECTION. To see the next page of object codes type an "N". To see the previous page of object codes type a "P". To select an object code type the ITEM number at SELECTION, then press Enter. The object code will be entered automatically for you.

After entering up to 180 object codes, Press PF12 when finished. You will return to the Sub Object Create screen. Press PF12 again to Add the Sub Object Template.

At **Do You Wish To Choose Organizational Units?** enter a Y if you want to relate the Sub Object to organizational units or enter an N to return to the main AUSO menu.

If you chose "Y" refer to the section "**Relating a Sub Object to an Organizational Unit**". If you chose "N" make another selection from the AUSO main menu (i.e., **Modifying a Sub Object Template**).
Modifying a Sub Object Template

1. At Selection Number, type the line number of the Sub Object you want to modify, then press Enter.

2. If you would like to Reposition To Another Userid, type the userid and press Enter.

3. If you prefer to find a specific Sub Object Name, enter a portion of the Sub Object name, then press Enter.

PF Key Description
To modify or add a **Sub Object Description** line, enter text on any Sub Object description line.

To modify or add object codes, enter or modify object codes on the appropriate **Sub Object Description** line(s). To add/modify more than nine object codes on a line, press **PF3** on the line you want to change.

### PF Key Description

- **PF4**  Locate Lines with a specific object code
- **PF5**  Insert a Sub Object Description line
- **PF6**  Delete a Sub Object Description line
- **PF10**  Return to AUSO main menu
- **PF11**  Print Screen
- **PF12**  Save Changes
Cloning a Sub Object Template

To Clone a Sub Object Template, press PF6.

1. To select which Sub Object template you wish to clone, type the Selection Number and press PF12.

2. If you would like to Reposition the list to a specific userid, type a new userid and press PF9.

3. If you prefer to find a specific Template Name to clone enter a portion or the entire template name and press Enter.
PF Key Description

PF10  Return to AUSO main menu
PF11  Print Screen

- At Template Name enter a new template name. Press Enter to add the clone or PF12 to exit.

After adding the new template name, either press PF12 to process the template clone or press PF9 to cancel. You will then return to the template clone screen.
Enter another **Selection Number** or search for another template to clone; **OR**

If there are no more templates to clone, press **PF10** to return to the AUSO main menu.

---

**Browsing a Sub Object Template**

To **Browse a Sub Object Template**, press **PF7**.

1. To select a Sub Object template to browse, type **Selection Number** and press **PF9**.

2. If you would like to **Reposition the list to a specific userid**, type a new userid and press **Enter**.

3. If you prefer to find a specific **Sub Object Name**, enter a portion of the Sub Object name, then press **Enter**.
To **clone** a Sub Object from this screen, type a selection number and press **PF5** (then see section on cloning templates).

To **modify** a Sub Object from this screen type a selection number and press **PF6** (then see section on modifying Sub Objects).

### PF Key Description

**PF10** Return to AUSO main menu

**PF11** Print Screen

---

**Table:**

<table>
<thead>
<tr>
<th>NUMB</th>
<th>SUB OBJECT DESCRIPTION</th>
<th>FIRST NINE OBJECT CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PROFESSIONAL DEVELOPMENT</td>
<td>033B 0331 0332 0333 0334 0336 0339</td>
</tr>
<tr>
<td>2</td>
<td>DEPARTMENTAL ACCOUNTING</td>
<td>033B 0331 0332 0333 0334 0336 0339</td>
</tr>
<tr>
<td>3</td>
<td>CONSULTATION TRIPS</td>
<td>033B 0331 0332 0333 0334 0336 0339</td>
</tr>
</tbody>
</table>

1. At **Selection**, type line number of the Sub Object you would like to browse, then press **PF5**.

2. To **Locate Lines with a specific Object Code**, type the object code, then press **PF4**.

### PF Key Description

**PF5** View all object codes for a specific line

**PF10** Return to AUSO main menu
Related documents:

- Relating a Sub Object to an Organizational Unit
- Modifying an Organizational Unit Relationship
- Browsing a Sub Object by Account or Cost Center
- Ending an Organizational Unit Relationship

Last Revised: 10/27/2003
Add/Update Sub Object (AUSO)

> Note:
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- How to Access AUSO
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  - Relating Sub Objects to Cost Centers with an Activity
    (currently not available)
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  - Relating Sub Objects to a Fund Type (Global)
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Related documents:

- Modifying an Organizational Unit Relationship
  - Modifying a Sub Object Relationship to an Account
  - Modifying a Sub Object Relationship to a Cost Center
  - Modifying a Sub Object Relationship to a Cost Center with an Activity
    (currently not available)
  - Modifying a Sub Object Relationship to an Agency (Global)
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- Browsing a Sub Object by Account or Cost Center
  - Browsing a Sub Object by Account
Browsing a Sub Object by Cost Center

Ending an Organizational Unit Relationship
  o Ending an Organizational Relationship for an Account
  o Ending a Sub Object Relationship for a Cost Center
  o Ending a Sub Object Relationship for a Cost Center with an Activity
  o Ending a Sub Object Relationship for an Agency (Global)
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How to Access AUSO

- Logon to CCOM.
- At the Compass Screen, select IBIS Admin Menus.
- At the M1M1 Menu, enter AUSO on the NEXT Function Line.

Creating a Sub Object Template
- Press PF4 to Create a Sub Object Template.

1. Enter a Sub Object Name
2. Enter the **Sub Object Description**. Up to 15 Sub Object Descriptions can be entered per page. For additional lines, press **PF8**.

3. Up to nine object codes can be entered per line (see the heading **First Nine Object Codes**).

4. To **Locate Lines with a specific Object Code**, type the object code, then press **PF4**.

**PF Key Description**

- **PF5**  *Insert* a Sub Object Description line
- **PF6**  *Delete* a Sub Object Description line
- **PF7**  *Page Back* to previous Sub Object screen
- **PF8**  *Page Forward* to next Sub Object screen

- To **Process Object Codes One Line at a Time**, press **PF9**. This will take you through each Sub Object and give you a full screen of lines to enter additional object codes. A range of object codes may also be entered (see fields 1 and 2 on the graphic below).

> **Note:**
To select a specific Sub Object line, place your cursor on the appropriate **Sub Object Description Line** and press **PF3**. This will enable you to enter additional object codes for one Sub Object only.
For a list of valid University Object codes, place the cursor on any line where object codes can be entered, then press **PF1**.

<table>
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</tr>
</tbody>
</table>

**ENTER:** **T** = TOP **N** = NEXT **P** = PREV or **ITEM #** to select correct code

**EXIT HELP WITH PF12 OR PF24**

**SELECTION:** **N**

To go to the top of the pick list type a "**T**" at **SELECTION**. To see the next page of object codes type an "**N**". To see the previous page of object codes type a "**P**". To select an object code type the **ITEM number** at **SELECTION**, then press **Enter**. The object code will be entered automatically for you.

After entering up to **180** object codes, Press **PF12** when finished. You will return to the Sub Object Create screen. Press **PF12** again to Add the Sub Object Template.

At **Do You Wish To Choose Organizational Units?** enter a **Y** if you want to relate the Sub Object to organizational units or enter an **N** to return to the main AUSO menu.

If you chose "**Y**" refer to the section "**Relating a Sub Object to an Organizational Unit**". If you chose "**N**" make another selection from the AUSO main menu (i.e., **Modifying a Sub Object Template**).

---

**Modifying a Sub Object Template**
To Modify a Sub Object Template, press **PF5**.

<table>
<thead>
<tr>
<th>Creator</th>
<th>Sub Obj Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RXS1 IBIS TRAVEL CC</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
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<td>5</td>
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<td>10</td>
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<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>

1. At **Selection Number**, type the line number of the Sub Object you want to modify, then press **Enter**.

2. If you would like to **Reposition To Another Userid**, type the userid and press **Enter**.

3. If you prefer to find a specific **Sub Object Name**, enter a portion of the Sub Object name, then press **Enter**.

**PF Key Description**

- **PF10** Return to AUSO main menu
- **PF11** Print Screen
To modify or add a **Sub Object Description** line, enter text on any Sub Object description line.

To modify or add object codes, enter or modify object codes on the appropriate **Sub Object Description** line(s). To add/modify more than nine object codes on a line, press **PF3** on the line you want to change.

### PF Key Description

- **PF4**  Locate Lines with a specific object code
- **PF5**  Insert a Sub Object Description line
- **PF6**  Delete a Sub Object Description line
- **PF10**  Return to AUSO main menu
- **PF11**  Print Screen
- **PF12**  Save Changes

### Cloning a Sub Object Template
To Clone a Sub Object Template, press PF6.

1. To select which Sub Object template you wish to clone, type the **Selection Number** and press PF12.

2. If you would like to **Reposition the list to a specific userid**, type a new userid and press PF9.

3. If you prefer to find a specific **Template Name** to clone enter a portion or the entire template name and press Enter.

**PF Key Description**

PF10  Return to AUSO main menu

PF11  Print Screen
- At **Template Name** enter a new template name. Press **Enter** to add the clone or **PF12** to exit.

After adding the new template name, either press **PF12** to process the template clone or press **PF9** to cancel. You will then return to the template clone screen.

- Enter another **Selection Number** or search for another template to clone; **OR**

- If there are no more templates to clone, press **PF10** to return to the AUSO main menu.
Browsing a Sub Object Template

To Browse a Sub Object Template, press PF7.

1. To select a Sub Object template to browse, type Selection Number and press PF9.

2. If you would like to Reposition the list to a specific userid, type a new userid and press Enter.

3. If you prefer to find a specific Sub Object Name, enter a portion of the Sub Object name, then press Enter.
   - To clone a Sub Object from this screen, type a selection number and press PF5 (then see section on cloning templates).
   - To modify a Sub Object from this screen type a selection number and press PF6.
1. At **Selection**, type line number of the Sub Object you would like to browse, then press **PF5**.

2. To **Locate Lines with a specific Object Code**, type the object code, then press **PF4**.

**PF Key Description**

- **PF10**  
  Return to AUSO main menu

- **PF11**  
  Print Screen

**PF Key Description**

- **PF5**  
  View all object codes for a specific line

- **PF10**  
  Return to AUSO main menu

- **PF11**  
  Print Screen

- **PF12**  
  Return to previous screen
After browsing selection, press enter when finished.

---

**Relating a Sub Object to an Organizational Unit**

| PF4  | SUB OBJECT CREATE TEMPLATE |
| PF5  | SUB OBJECT MODIFY TEMPLATE |
| PF6  | SUB OBJECT CLONE TEMPLATE |
| PF7  | SUB OBJECT BROWSE TEMPLATE |
| **PF8** | **SUB OBJECT RELATE TO AN ORGANIZATION UNIT** |
| PF9  | SUB OBJECT MODIFY ORGANIZATION RELATIONSHIP |
| PF10 | SUB OBJECT BROWSE BY ACCOUNT OR COST CENTER |
| PF11 | SUB OBJECT END ORGANIZATIONAL RELATIONSHIP |

To **Relate a Sub Object to an Organizational Unit** press **PF8**.
1. To relate a Sub Object to an organizational unit, type the Selection Number of the Sub Object name you want to relate and press Enter.

2. If you would like to Reposition the list To a Specific Userid, type a new userid and press PF9.

3. If you prefer to find a specific Sub Object Name, enter a portion of the Sub Object name, then press Enter.

PF Key Description

PF10 Return to AUSO main menu
PF11 Print Screen

Relating Sub Objects to an Account
To Relate Account(s) to Sub Objects, press PF5.

At Enter Account, enter up to 10 accounts per pop-up window. To process the first 10 accounts press enter. Enter as many accounts as needed (10 per pop up window). When you are finished, press PF12 to exit.

Relating Sub Objects to Cost Centers
To **Relate Cost Centers to Sub Objects**, press PF6.

Enter the first ten **Admin Areas and Cost Center Names**. Press enter to add the first 10 lines or PF12 to exit. Add as many lines as needed pressing enter after every 10. When you are finished, press PF12 to exit.

![PRESS ENTER TO ADD OR PF12 TO EXIT](image)

**Relating Sub Objects to Cost Centers with an Activity (currently not available)**

To **Relate Cost Centers With An Activity**, press PF7.

Enter **Admin Areas, Cost Center Names, and Activity Lines**. Press enter to add the first 10 lines or PF12 to exit. Add as many lines as needed press enter after every 10. When you are finished, press PF12 to exit.
To Relate an Agency to a Sub Object, press PF8.

Enter one Admin Area and an Agency. Press enter to add or PF12 to exit.

> Note:
Global relationships will be related to all accounts which have that agency code and will be related to any new accounts established with that agency code.
To **Relate a Fund Type (Global) to a Sub Object**, press PF9.

Enter an **Admin Area**, followed by a **Fund Type** (i.e., RSTR). Press **Enter** to add or **PF12** to exit.

> **Note:**
Global relationships will be related to all accounts which have that fund type and will be related to any new accounts established with that fund type.

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**Relating Sub Objects to a Budget/Fund Range (Global)**

To **Relate a Budget with a Fund Range to a Sub Object**, press PF10.

Enter an **Admin Area**, a **Budget**, and a **Fund Begin and Fund End**. Press enter to add or **PF12** to exit.

> **Note:**
Global relationships will be related to all accounts which have that budget/fund range and will be related to any new accounts established with that budget/fund range.
Related documents:

- How to Access AUSO and Related Topics
- Modifying an Organizational Unit Relationship
- Browsing a Sub Object by Account or Cost Center
- Ending an Organizational Unit Relationship

Last Revised: 10/27/2003
Add/Update Sub Object (AUSO)

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Topics contained in this document:

- **Modifying an Organizational Unit Relationship**
  - Modifying a Sub Object Relationship to an Account
  - Modifying a Sub Object Relationship to a Cost Center
  - Modifying a Sub Object Relationship to a Cost Center with an Activity (currently not available)
  - Modifying a Sub Object Relationship to an Agency (Global)
  - Modifying a Sub Object Relationship to a Fund Type (Global)
  - Modifying a Sub Object Relationship to a Budget/Fund Range (Global)

Related documents:

- **Browsing a Sub Object by Account or Cost Center**
  - Browsing a Sub Object by Account
  - Browsing a Sub Object by Cost Center

- **Ending an Organizational Unit Relationship**
  - Ending an Organizational Relationship for an Account
  - Ending a Sub Object Relationship for a Cost Center
  - Ending a Sub Object Relationship for a Cost Center with an Activity
  - Ending a Sub Object Relationship for an Agency (Global)
  - Ending a Sub Object Relationship for a Fund Type (Global)
  - Ending a Sub Object Relationship for a Budget/Fund Range

---

Modifying an Organizational Unit Relationship
To Modify a Sub Object Organizational Relationship, press PF9.

1. To modify a Sub Object to an organizational unit type relationship, enter the selection number of the Sub Object name you want to modify and press Enter.

2. If you would like to Reposition the list to a specific userid, type a new userid and press PF9.

3. If you prefer to find a specific Sub Object Name, enter a portion of the Sub Object name, then press Enter.

**PF Key Description**

PF10  Return to AUSO main menu

PF11  Print Screen
To Modify a Sub Object Relationship to an Account, press PF5.

At **Enter Account**, type the account number of the Sub Object that you would like to modify, then press **Enter** to proceed to the Sub Object Modify screen or press PF12 to exit.

To Modify a Sub Object Relationship to a Cost Center, press PF6.
Enter the **Admin Area and the Cost Center** of the Sub Object that you want to modify, then press **Enter** to proceed to the **Sub Object Modify screen** or press **PF12** to exit.

Modifying a Sub Object Relationship to a Cost Center with an Activity (currently not available)

To **Modify a Sub Object Relationship to a Cost Center and Activity**, press **PF7**.

Enter the **Admin Area, Cost Center, and Activity** of the Sub Object that you want to modify, then press **Enter** to proceed to the **Sub Object Modify screen** or press **PF12** to exit.

Modifying a Sub Object Relationship to an Agency (Global)
To Modify a Sub Object Relationship to an Agency (Global), press PF8.

Enter the **Admin Area and Agency** of the Sub Object that you want to modify, then press **Enter** to proceed to the Sub Object Modify screen or press **PF12** to exit.

![Example of Admin Area and Agency](image1)

Modifying a Sub Object Relationship to a Fund Type (Global)

<table>
<thead>
<tr>
<th>F5</th>
<th>ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F6</td>
<td>COST CENTER</td>
</tr>
<tr>
<td>F7</td>
<td>COST CENTER / ACTIVITY</td>
</tr>
<tr>
<td>F8</td>
<td>AGENCY (GLOBAL)</td>
</tr>
<tr>
<td>F9</td>
<td>FUND TYPE (GLOBAL)</td>
</tr>
<tr>
<td>F10</td>
<td>BUDGET FUND RANGE (GLOBAL)</td>
</tr>
</tbody>
</table>

To Modify a Sub Object Relationship to a Fund Type (Global), press PF9.

Enter the **Admin Area and Fund Type** of the Sub Object that you want to modify, then press **Enter** to proceed to the Sub Object Modify screen or press **PF12** to exit.

![Example of Admin Area and Fund Type](image2)

Modifying a Sub Object Relationship to a Budget/Fund Range (Global)
To Modify a Sub Object Relationship to a Budget/Fund Range (Global), press PF10.

Enter the Admin Area, Budget, and Fund Begin and Fund End of the Sub Object that you want to modify or press Enter to proceed to the Sub Object Modify screen or press PF12 to exit.

After selecting one of the above relationships you will be able modify the Sub Object Modify screen.
1. At **Sub Object Description** you can add or modify Sub Object description lines.

2. At **First Nine Object Codes** you can add or modify object codes. If you need to enter additional object codes, place your cursor on the appropriate Sub Object description line and press **PF3**.

3. At **Locate Lines With Object Code:** you can enter any object code to find Sub Object lines that contain the object code you specify, then press **PF4**.

**PF Key Description**

- **PF5** Insert a Sub Object Description line
- **PF6** Delete a Sub Object Description line
- **PF9** View/Modify add'l object codes for all lines
- **PF10** Return to AUSO main menu
- **PF12** Save Changes

**Related documents:**

- How to Access AUSO and Related Topics
- Relating a Sub Object to an Organizational Unit
- Browsing a Sub Object by Account or Cost Center
- Ending an Organizational Unit Relationship

Last Revised: 10/27/2003
Browsing a Sub Object by Account or Cost Center

Press PF10 to Browse a Sub Object by Account or Cost Center

Browsing a Sub Object by Account
Press **PF5** to **Browse a Sub Object by Account**

Enter Account Number then press **Enter** when finished or **PF12** to exit.
At **Selection** enter the selection number of the Sub Object name you wish to browse, then press **PF6** or **PF12** to exit.

### PF Key Description

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF10</td>
<td>Return to AUSO main menu</td>
</tr>
<tr>
<td>PF11</td>
<td>Print Screen</td>
</tr>
</tbody>
</table>

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**NUMB** | **SUB OBJECT NAME**
---|-----------------------
1 | IBIS TRAVEL CC
2
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15

**SELECTION:** 1

Enter: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP  MENU  CMPS  END  .  INQU  BACK  FWRD  .  AUSO  PRNT  RTN
At **Selection**, type the line number of the Sub Object you would like to view and press **PF5**. A pop-up window will appear listing all object codes for the Sub Object line you selected.

**PF Key Description**

- **PF4**    Locate lines with a specific object code
- **PF10**   Return to AUSO main menu
- **PF11**   Print Screen
- **PF12**   Return to prior screen
Press **Enter** when finished to return to the prior menu to select another line item.

**Browsing a Sub Object by Cost Center**

To **Browse a Sub Object by Cost Center** press **PF6**.
Enter an **Admin Area** followed by a **Cost Center** and press **Enter** when finished or **PF12** to exit.

At **Selection** enter the selection number of the Sub Object name you want to browse, then press **PF6** or **PF12** to exit.

**PF Key Description**

- **PF10**  Return to AUSO main menu
- **PF11**  Print Screen
At **Selection**, type the line number of the Sub Object you would like to view and press **PF5**. A pop-up window will appear listing all object codes for the Sub Object line you selected.

**PF Key Description**

- **PF4**  Locate lines with a specific object code
- **PF10**  Return to AUSO main menu
- **PF11**  Print Screen
- **PF12**  Return to prior screen
Press Enter when finished to return to the prior menu to select another line item.

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**Ending an Organizational Unit Relationship**

| PF4 | SUB OBJECT CREATE TEMPLATE |
| PF5 | SUB OBJECT MODIFY TEMPLATE |
| PF6 | SUB OBJECT CLONE TEMPLATE |
| PF7 | SUB OBJECT BROWSE TEMPLATE |
| PF8 | SUB OBJECT RELATE TO AN ORGANIZATION UNIT |
| PF9 | SUB OBJECT MODIFY ORGANIZATION RELATIONSHIP |
| PF10 | SUB OBJECT BROWSE BY ACCOUNT OR COST CENTER |
| **PF11** | **SUB OBJECT END ORGANIZATIONAL RELATIONSHIP** |

To **End a Sub Object Organizational Relationship**, press PF11.
1. To delete a Sub Object relationship to an organizational unit type, enter the **Selection Number** of the Sub Object name you want to delete and press **Enter**.

2. If you would like to **Reposition the list to a specific userid**, type a new userid and press **PF9**.

3. If you prefer to find a specific **Sub Object Name**, enter a portion of the Sub Object name then press **Enter**.

**PF Key Description**

<table>
<thead>
<tr>
<th>PF10</th>
<th>Return to AUSO main menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF11</td>
<td>Print Screen</td>
</tr>
</tbody>
</table>

**Ending an Organizational Relationship for an Account**
To End a Sub Object Relationship for an Account, press PF5.

Enter an Account Number and press Enter.

Ending a Sub Object Relationship for a Cost Center

To End a Sub Object Relationship for a Cost Center, press PF6.

Enter an Admin Area and a Cost Center and press Enter.
Ending a Sub Object Relationship for a Cost Center with an Activity

To End a Sub Object Relationship for a Cost Center and Activity, press PF7.

Enter an Admin Area, Cost Center, and Activity and press Enter.

Ending a Sub Object Relationship for an Agency (Global)

To End a Sub Object Relationship for an Agency (Global), press PF8.

Enter an Admin Area and an Agency then press Enter.
Ending a Sub Object Relationship for a Fund Type (Global)

To End a Sub Object Relationship for a Fund Type (Global), press PF9.

Enter an Admin Area and a Fund Type and press Enter.

Ending a Sub Object Relationship for a Budget/Fund Range

To End a Sub Object Relationship for a Budget/Fund Range (Global), press PF10.

Enter an Admin Area, a Budget, and a Fund Begin and Fund End, then press Enter.
SUB OBJECT NAME: IBIS TRAVEL CC

ADMIN AREA: 058
BUDGET: 01 - 089 - 97_UP
FUND BEGIN: 20000_ FUND END: 89999_

Related documents:

- How to Access AUSO and Related Topics
- Relating a Sub Object to an Organizational Unit
- Modifying an Organizational Unit Relationship
- Ending an Organizational Unit Relationship

Last Revised: 10/27/2003