

Add/Update Sub Object (AUSO)

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> **Note:**

The AUSO documentation consists of four documents.

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- [Browsing a Sub Object Template](#)

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 - 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)
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-

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- 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

```
07/10/96          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
08:33:25.1                                             RXS1

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
FORM             Help Selecting HRS Forms    M2PI             Property Inventory
M2AH             IBIS Adhoc Functions        M2PR             Purchasing System
M2AS             EASY Elec. Appr. System     M2VA             Vendor System
M2BG             Budgeting System            BAMB             Budget Planning: BudAuto
M2FN             Financial System            M2IM             Inventory Management
M2FS             Facilities System           CODE             Codeset Maint. System
M2HR             Human Resources System      M2NC             Nat Conn. Applications
M2PA             Payroll System

NEXT FUNCTION: AUSO                                     PREV MENU: NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END      .      .      .      .      .      .      .      .      .      .      .      .      .      .      .      .
```

- 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

07/10/96 08:40:37.5

**IBIS FINANCIAL MAINTENANCE SYSTEM
SUB OBJECT MAINTENANCE**

AUSO
RXS1

➔ 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

NEXT FUNCTION: _____ <MENU,KEYS,END>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----

HELP MENU CMPS ADD MODT CLON BROW RELA MODR BACC CLSR

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

PRESS PF8 TO NEXT PAGE, PF12 TO ADD OR PF9 TO PROCESS LINES

07/10/96 08:42:48.5

**IBIS FINANCIAL MAINTENANCE SYSTEM
SUB OBJECT CREATE**

AUSO
RXS1

SUB OBJECT NAME: IBIS TRAVEL CC ①

SUB OBJECT DESCRIPTION ②

								FIRST NINE OBJECT CODES			
PROFESSIONAL DEVELOPMENT	033B	0331	0332	0333	0334	0336	0339	____	____	____	③
DEPARTMENTAL ACCOUNTING TRG	033B	0331	0332	0333	0334	0336	0339	____	____	____	____
CONSULTATION TRIPS	033B	0331	0332	0333	0334	0336	0339	____	____	____	____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

LOCATE LINES WITH OBJECT CODE: ④

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----

HELP MENU LINE LOCA INSR DELE BKWD FWRD LIST AUSO ADD


1. Enter a **Sub Object Name**

For a list of valid University Object codes, place the cursor on any line where object codes can be entered, then press **PF1**.

ITEM	CODE	TEST OBJECT CODES
1	033B	MEALS & TRAVEL
2	0331	PREPD REG-COMF & SEM
3	0332	GROUP MEALS
4	0333	MITT LION INN CHARGES
5	0334	TRAINEE TRAVEL
6	0335	CONF MEALS - CE ONLY
7	0336	IN-STATE TRAVEL
8	0337	OUT-OF-STATE TRAVEL
9	0338	OUT-OF-COUNTRY TRAVEL
10	0339	PSU INTER-CAMPUS TRAVEL

ENTER: T = TOP M = 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.

DO YOU WISH TO CHOOSE ORGANIZATION UNITS? N

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

→	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 Modify a Sub Object Template, press **PF5**.

```
07/10/96          IBIS FINANCIAL MAINTENANCE SYSTEM          AUSO
09:07:26.3          SUB OBJECT MODIFY                          RXS1

  CREATOR      SUB OBJ NAME
1 -    RXS1      IBIS TRAVEL CC
2 -
3 -
4 -
5 -
6 -
7 -
8 -
9 -
10 -
11 -
12 -
13 -

SELECTION NUMBER: 1_
REPOSITION TO USER ID: RXS1 SUB OBJECT NAME: IBIS_
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP MENU CMPS END . . . . . BACK FWRD . . . . . AUSO PRNT . . . . .
```

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

PLACE CURSOR ON LINE TO CHANGE AND PRESS PF3. PRESS PF12 TO SAVE CHANGE										
07/10/96		IBIS FINANCIAL MAINTENANCE SYSTEM							AUSO	
09:11:36.3		SUB OBJECT MODIFY							RXS1	
SUB OBJECT DESCRIPTION				FIRST NINE OBJECT CODES						
PROFESSIONAL DEVELOPMENT	_____	033B	0331	0332	0333	0334	0336	0339	_____	_____
DEPARTMENTAL ACCOUNTING TRG	_____	033B	0331	0332	0333	0334	0336	0339	_____	_____
CONSULTATION TRIPS	_____	033B	0331	0332	0333	0334	0336	0339	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
LOCATE LINES WITH OBJECT CODE: 0334										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---										
HELP LINE LOCA INSR DELE BKWD FRWD LIST AUSO PRNT MODI										

- 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

```
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 Clone a Sub Object Template, press PF6.

```
SELECT TEMPLATE TO CLONE AND PRESS PF12
07/10/96          IBIS FINANCIAL MAINTENANCE SYSTEM      AUSO
09:17:10.8       CLONE TEMPLATE                          RXS1
Line
No  Creator      Template Name
==  =====
1   RXS1         IBIS TRAVEL CC

SELECTION NUMBER: 1_  2_  3_
REPOSITION TO USER-ID: RXS1  TEMPLATE NAME:
NEXT FUNCTION: _____ <MENU,KEYS,END>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP MENU CMPS END . . . FWRD RPOS AUSO PRNT PROC
```

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

```
PRESS ENTER TO ADD OR PF12 TO EXIT

PLEASE ENTER NEW TEMPLATE NAME
TEMPLATE NAME: IBIS TRAVEL CC1
```

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

```
ENTER PF-9 TO CANCEL, PF-12 TO PROCESS SELECT

PLEASE ENTER NEW TEMPLATE NAME
TEMPLATE NAME: IBIS TRAVEL CC1
```

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.

```
SELECT TEMPLATE TO CLONE AND PRESS PF12
07/10/96                      IBIS FINANCIAL MAINTENANCE SYSTEM      AUSO
09:33:01.3                    CLONE TEMPLATE                            RXS1

Line
No   Creator      Template Name
==   =====      =====
1    RXS1          IBIS TRAVEL CC
2    RXS1          IBIS TRAVEL CC1

SELECTION NUMBER:  _
REPOSITION TO USER-ID: RXS1_  TEMPLATE NAME:  _

NEXT FUNCTION:  _____  <MENU, KEYS, END>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END  .   .   .   FWRD  RPOS  AUSO  PRNT  PROC
```

- 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

```

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

```

ENTER A VALID SELECTION AND PRESS APPROPRIATE PF KEY
07/10/96          IBIS FINANCIAL MAINTENANCE SYSTEM          AUSO
09:38:54.7       SUB OBJECT BROWSE                          RXS1

  CREATOR      SUB OBJ NAME
1 -  RXS1      IBIS TRAVEL CC
2 -  RXS1      IBIS TRAVEL CC1

SELECTION NUMBER: 1_ ①
REPOSITION TO USER ID: RXS1_② SUB OBJECT NAME: IBIS_③
NEXT FUNCTION: _____ <MENU,KEYS,END>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END   CLON  MODI  BACK  FWRD  INQU  AUSO  PRNT  .

```

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

ENTER SELECTION NUMBER AND PRESS PF5, OR PF8 TO SCROLL FORWARD									
07/10/96		IBIS FINANCIAL MAINTENANCE SYSTEM						RXS1	
09:49:07.0		SUB OBJECT INQUIRY							
NUMB	SUB	OBJECT DESCRIPTION	FIRST NINE OBJECT CODES						
1		PROFESSIONAL DEVELOPMENT	033B	0331	0332	0333	0334	0336	0339
2		DEPARTMENTAL ACCOUNTING T	033B	0331	0332	0333	0334	0336	0339
3		CONSULTATION TRIPS	033B	0331	0332	0333	0334	0336	0339
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SELECTION: 1 LOCATE LINES WITH OBJECT CODE: 0333 2									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
HELP MENU CMPS LOCA OBJC BKWD FRWD . AUSO PRNT RTN									

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

PF11 **Print Screen**

PF12 **Return to previous screen**

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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- [Creating a Sub Object Template](#)
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 - Relating Sub Objects to a Fund Type (Global)
 - Relating Sub Objects to a Budget/Fund Range (Global)

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)
 - Modifying a Sub Object Relationship to a Fund Type (Global)
 - Modifying a Sub Object Relationship to a Budget/Fund Range (Global)

- [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

How to Access AUSO

```


07/10/96          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
08:33:25.1                                             Rxs1

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
FORM             Help Selecting HRS Forms      M2PI             Property Inventory
M2AH             IBIS Adhoc Functions          M2PR             Purchasing System
M2AS             EASY Elec. Appr. System       M2VA             Vendor System
M2BG             Budgeting System              BAMB             Budget Planning: BudAuto
M2FN             Financial System              M2IM             Inventory Management
M2FS             Facilities System              CODE             Codeset Maint. System
M2HR             Human Resources System        M2NC             Nat Conn. Applications
M2PA             Payroll System

NEXT FUNCTION:  AUSO          PREV MENU:  NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END      .      .      .      .      .      .      KEYS  PRNT  .

```



- 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

07/10/96
08:40:37.5

IBIS FINANCIAL MAINTENANCE SYSTEM
SUB OBJECT MAINTENANCE

AUSO
RXS1

- 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

NEXT FUNCTION: _____ (MENU, KEYS, END)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS ADD MODT CLON BROW RELA MODR BACC CLSR

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

PRESS PF8 TO NEXT PAGE, PF12 TO ADD OR PF9 TO PROCESS LINES

07/10/96
08:42:48.5

IBIS FINANCIAL MAINTENANCE SYSTEM
SUB OBJECT CREATE

AUSO
RXS1

SUB OBJECT NAME: IBIS TRAVEL CC ①

SUB OBJECT DESCRIPTION

FIRST NINE OBJECT CODES

DESCRIPTION	033B	0331	0332	0333	0334	0336	0339	_____	③
PROFESSIONAL DEVELOPMENT	_____	_____	_____	_____	_____	_____	_____	_____	_____
DEPARTMENTAL ACCOUNTING TRG	_____	_____	_____	_____	_____	_____	_____	_____	_____
CONSULTATION TRIPS	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

LOCATE LINES WITH OBJECT CODE: ④

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU LINE LOCA INSR DELE BKWD FWRD LIST AUSO ADD


- 1. Enter a **Sub Object Name**

For a list of valid University Object codes, place the cursor on any line where object codes can be entered, then press **PF1**.

ITEM	CODE	TEST OBJECT CODES
1	033B	MEALS & TRAVEL
2	0331	PREPD REG-COMF & SEM
3	0332	GROUP MEALS
4	0333	MITT LION IMM CHARGES
5	0334	TRAINEE TRAVEL
6	0335	COMF MEALS - CE ONLY
7	0336	IN-STATE TRAVEL
8	0337	OUT-OF-STATE TRAVEL
9	0338	OUT-OF-COUNTRY TRAVEL
10	0339	PSU INTER-CAMPUS TRAVEL

ENTER: T = TOP M = 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.

DO YOU WISH TO CHOOSE ORGANIZATION UNITS? N

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

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 Modify a Sub Object Template, press PF5.

```

07/10/96          IBIS FINANCIAL MAINTENANCE SYSTEM          AUSO
09:07:26.3          SUB OBJECT MODIFY                        RXS1

  CREATOR      SUB OBJ NAME
1 -   RXS1      IBIS TRAVEL CC
2 -
3 -
4 -
5 -
6 -
7 -
8 -
9 -
10 -
11 -
12 -
13 -

SELECTION NUMBER: 1_
REPOSITION TO USER ID: RXS1_ SUB OBJECT NAME: IBIS_
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP MENU CMPS END . . . . . BACK FWRD . . . . . AUSO PRNT . . . . .
  
```

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

PLACE CURSOR ON LINE TO CHANGE AND PRESS PF3. PRESS PF 12 TO SAVE CHANGE											
07/10/96	IBIS FINANCIAL MAINTENANCE SYSTEM								AUSO		
09:11:36.3	SUB OBJECT MODIFY								RXS1		
SUB OBJECT DESCRIPTION				FIRST NINE OBJECT CODES							
PROFESSIONAL DEVELOPMENT_____	033B	0331	0332	0333	0334	0336	0339	_____	_____		
DEPARTMENTAL ACCOUNTING TRG_____	033B	0331	0332	0333	0334	0336	0339	_____	_____		
CONSULTATION TRIPS_____	033B	0331	0332	0333	0334	0336	0339	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
LOCATE LINES WITH OBJECT CODE: 0334											
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10---	PF11---	PF12---
HELP	LINE	LOCA	INSR	DELE	BKWD	FRWD	LIST	AUSO	PRNT	MODI	

- 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

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 Clone a Sub Object Template, press PF6.

```

SELECT TEMPLATE TO CLONE AND PRESS PF12
07/10/96          IBIS FINANCIAL MAINTENANCE SYSTEM          AUSO
09:17:10.8      CLONE TEMPLATE                              RXS1
Line
No   Creator      Template Name
==  =====
 1   RXS1         IBIS TRAVEL CC

SELECTION NUMBER: 1_1_2_3_
REPOSITION TO USER-ID: RXS1_ TEMPLATE NAME:
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  CMPS  END      .      .      .      FWRD  RPOS  AUSO  PRNT  PROC

```

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

PRESS ENTER TO ADD OR PF 12 TO EXIT

PLEASE ENTER NEW TEMPLATE NAME
TEMPLATE NAME: **IBIS TRAVEL CC 1**

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

ENTER PF-9 TO CANCEL, PF-12 TO PROCESS SELECT

PLEASE ENTER NEW TEMPLATE NAME
TEMPLATE NAME: **IBIS TRAVEL CC 1**

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.

```
SELECT TEMPLATE TO CLONE AND PRESS PF 12
 07/10/96                IBIS FINANCIAL MAINTENANCE SYSTEM          AUSO
 09:33:01.3              CLONE TEMPLATE                            RXS1
Line
No   Creator      Template Name
==  =====
 1   RXS1         IBIS TRAVEL CC
 2   RXS1         IBIS TRAVEL CC 1

SELECTION NUMBER:  _
REPOSITION TO USER-ID: RXS1  TEMPLATE NAME:  _____
NEXT FUNCTION:  _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  CMPS  END   .   .   .   FWRD  RPOS  AUSO  PRNT  PROC
```

- 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

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

```
ENTER A VALID SELECTION AND PRESS APPROPRIATE PF KEY
07/10/96          IBIS FINANCIAL MAINTENANCE SYSTEM          AUSO
09:38:54.7       SUB OBJECT BROWSE                          RXS1

  CREATOR      SUB OBJ NAME
1 -   RXS1      IBIS TRAVEL CC
2 -   RXS1      IBIS TRAVEL CC1

SELECTION NUMBER: 1_ ①
REPOSITION TO USER ID: RXS1_② SUB OBJECT NAME: IBIS_③
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END   CLON  MODI  BACK  FWRD  INQU  AUSO  PRNT  .
```

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

ENTER SELECTION NUMBER AND PRESS PF5, OR PF8 TO SCROLL FORWARD									
07/10/96		IBIS FINANCIAL MAINTENANCE SYSTEM						RXS1	
09:49:07.0		SUB OBJECT INQUIRY							
NUMB	SUB	OBJECT DESCRIPTION	FIRST NINE OBJECT CODES						
1		PROFESSIONAL DEVELOPMENT	033B	0331	0332	0333	0334	0336	0339
2		DEPARTMENTAL ACCOUNTING T	033B	0331	0332	0333	0334	0336	0339
3		CONSULTATION TRIPS	033B	0331	0332	0333	0334	0336	0339
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

SELECTION: **1** LOCATE LINES WITH OBJECT CODE: 0333 **2**

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS LOCA OBJC BKWD FRWD . AUSO PRNT RTN

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**.

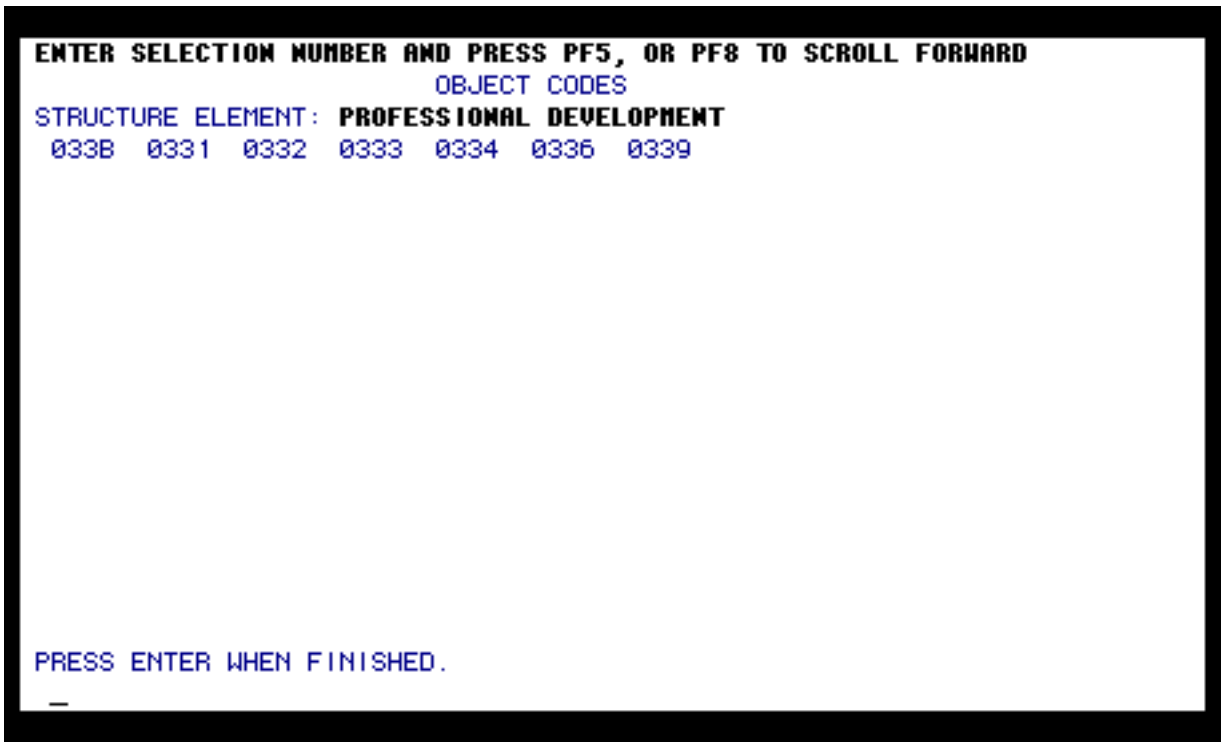
PF Key Description

PF5 View all object codes for a specific line

PF10 Return to AUSO main menu

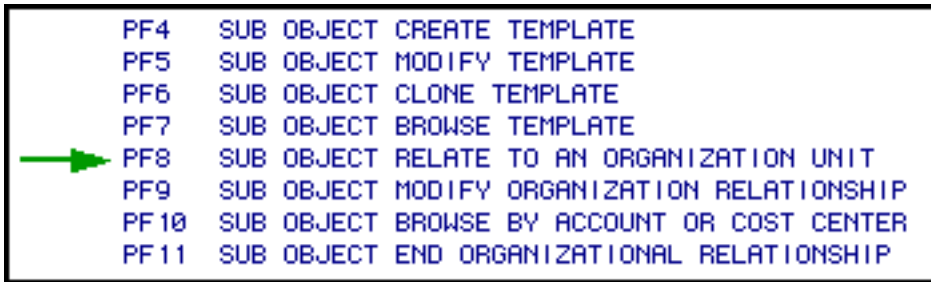
PF11 Print Screen

PF12 Return to previous screen



After browsing selection, press enter when finished.

Relating a Sub Object to an Organizational Unit



To Relate a Sub Object to an Organizational Unit press PF8.

07/10/96 09:58:21.7	IBIS FINANCIAL MAINTENANCE SYSTEM SUB OBJECT RELATIONSHIP	AUSO RXS1
CREATOR	SUB OBJ NAME	
1 - RXS1	IBIS TRAVEL CC	
2 - RXS1	IBIS TRAVEL CC1	
3 -		
4 -		
5 -		
6 -		
7 -		
8 -		
9 -		
10 -		
11 -		
12 -		
13 -		

SELECTION NUMBER: 1_ **1**

REPOSITION TO USER ID: RXS1_ **2** SUB OBJECT NAME: **3**

NEXT FUNCTION: _____ **<MENU,KEYS,END>**

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP MENU CMPS END . . BACK FWRD . AUSO PRNT .

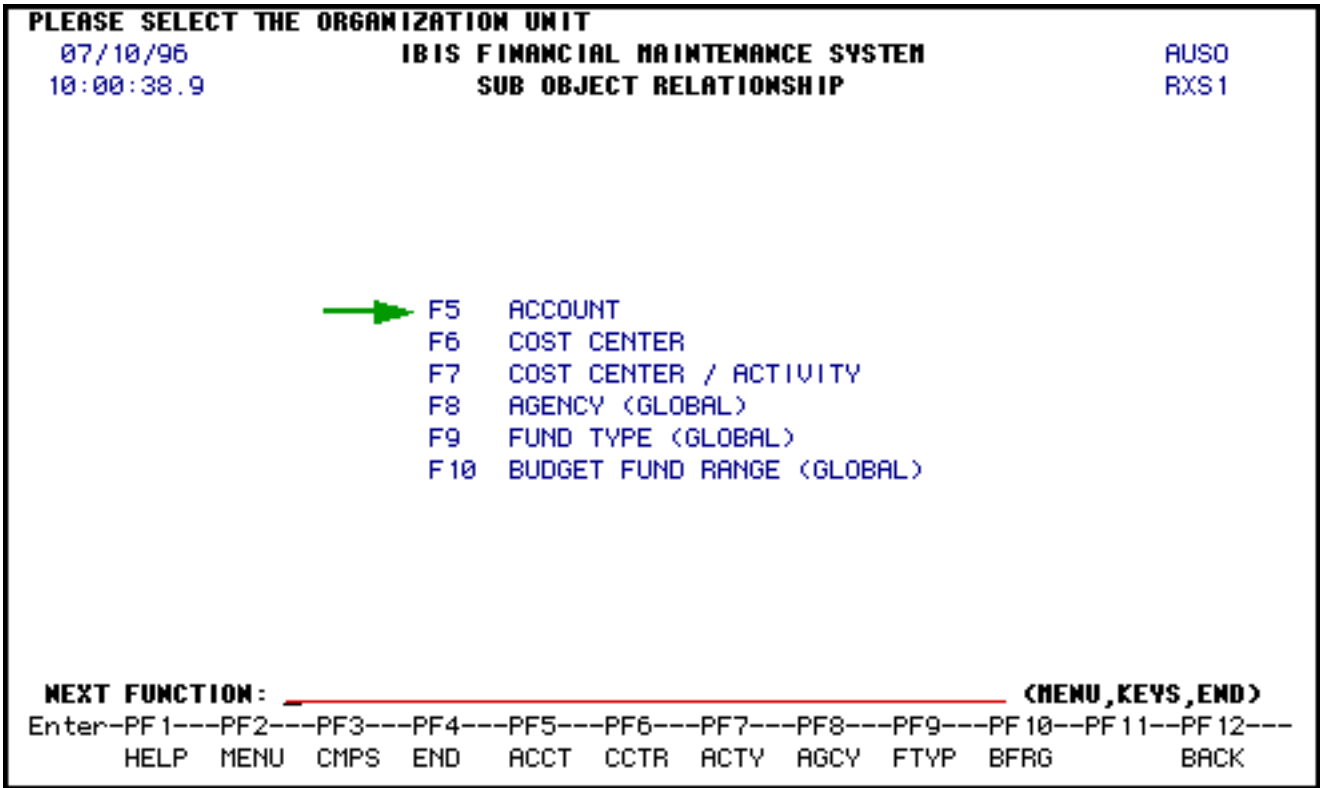
1. To relate a Sub Object to an organizational unit, type the **Selection Number** of the Sub Object name you want to relate and press **Enter**.
2. If you would like to **Reposition the list To a Specific Userid**, type a new userid and press **PF9**.
3. If you prefer to find a specific **Sub Object Name**, enter a portion of the Sub Object name, then press **Enter**.

PF Key Description

PF10 Return to AUSO main menu

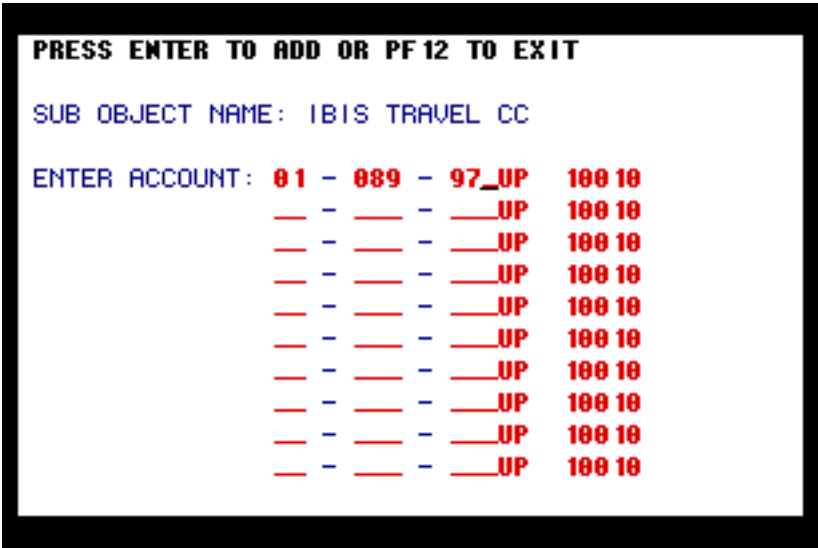
PF11 Print Screen

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

F5	ACCOUNT
→ F6	COST CENTER
F7	COST CENTER / ACTIVITY
F8	AGENCY (GLOBAL)
F9	FUND TYPE (GLOBAL)
F10	BUDGET FUND RANGE (GLOBAL)

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

SUB OBJECT NAME: IBIS TRAVEL CC

      ADMIN      COST
      AREA      CENTER:
      050      TEST/SDS3_
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
  
```

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

F5	ACCOUNT
F6	COST CENTER
→ F7	COST CENTER / ACTIVITY
F8	AGENCY (GLOBAL)
F9	FUND TYPE (GLOBAL)
F10	BUDGET FUND RANGE (GLOBAL)

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.

```

PRESS ENTER TO ADD OR PF12 TO EXIT

SUB OBJECT NAME: IBIS TRAVEL CC

ADMIN   COST
AREA   CENTER   ACTIVITY
050    TEST/SDS3_ TEST/ACTV_
____  _____
____  _____
____  _____
____  _____
____  _____
____  _____
____  _____
____  _____
____  _____

```

Relating Sub Objects to an Agency (Global)

```

F5 ACCOUNT
F6 COST CENTER
F7 COST CENTER / ACTIVITY
→ F8 AGENCY (GLOBAL)
F9 FUND TYPE (GLOBAL)
F10 BUDGET FUND RANGE (GLOBAL)

```

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.

```

PRESS ENTER TO ADD OR PF12 TO EXIT

SUB OBJECT NAME: IBIS TRAVEL CC

ADMIN AREA: 050
AGENCY: NASA_____

```

Relating Sub Objects to a Fund Type (Global)

```
F5 ACCOUNT
F6 COST CENTER
F7 COST CENTER / ACTIVITY
F8 AGENCY (GLOBAL)
F9 FUND TYPE (GLOBAL)
F10 BUDGET FUND RANGE (GLOBAL)
```

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.

```
PRESS ENTER TO ADD OR PF12 TO EXIT

SUB OBJECT NAME: IBIS TRAVEL CC

ADMIN AREA: 050
FUND TYPE: RSTR
```

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

```
F5 ACCOUNT
F6 COST CENTER
F7 COST CENTER / ACTIVITY
F8 AGENCY (GLOBAL)
F9 FUND TYPE (GLOBAL)
F10 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.

PRESS ENTER TO ADD OR PF12 TO EXIT

SUB OBJECT NAME: IBIS TRAVEL CC

ADMIN AREA: 050

BUDGET: 01 - 089 - 97_UP

FUND BEGIN: 20000_ FUND END: 89999_

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)

Table of Contents

> **Note:**

The AUSO documentation consists of four documents.

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

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 Modify a Sub Object Organizational Relationship, press PF9.

```

07/10/96                IBIS FINANCIAL MAINTENANCE SYSTEM                AUSO
10:26:51.2              SUB OBJECT MODIFY                                RXS1

  CREATOR      SUB OBJ NAME
1 -   RXS1      IBIS TRAVEL CC
2 -   RXS1      IBIS TRAVEL CC1
3 -
4 -
5 -
6 -
7 -
8 -
9 -
10 -
11 -
12 -
13 -

SELECTION NUMBER: 1_ ①
REPOSITION TO USER ID: RXS1_ ②  SUB OBJECT NAME: IBIS_ ③
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP MENU CMPS END . . . . . BACK FWRD . . . . . AUSO PRNT . . . . .

```

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

Modifying a Sub Object Relationship to an Account

```
07/10/96          IBIS FINANCIAL MAINTENANCE SYSTEM          AUSO
10:29:31.9       SUB OBJECT MODIFY RELATIONSHIP              RXS1

                → F5  ACCOUNT
                  F6  COST CENTER
                  F7  COST CENTER / ACTIVITY
                  F8  AGENCY (GLOBAL)
                  F9  FUND TYPE (GLOBAL)
                  F10 BUDGET FUND RANGE (GLOBAL)

NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END   ACCT  CCTR  ACTY  AGCY  FTYP  BFRG          BACK
```

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

```
PRESS ENTER WHEN FINISHED OR PF12 TO EXIT

SUB OBJECT NAME:  IBIS TRAVEL CC_
ENTER ACCOUNT:   01 - 089 - 97_UP  10010
```

Modifying a Sub Object Relationship to a Cost Center

```
→ F5  ACCOUNT
   F6  COST CENTER
   F7  COST CENTER / ACTIVITY
   F8  AGENCY (GLOBAL)
   F9  FUND TYPE (GLOBAL)
  F10  BUDGET FUND RANGE (GLOBAL)
```

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

```

PRESS ENTER WHEN FINISHED OR PF12 TO EXIT

SUB OBJECT NAME:  IBIS TRAVEL CC_

ADMIN AREA:  050
COST CENTER:  TEST/SDS3_

```

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

```

F5  ACCOUNT
F6  COST CENTER
F7  COST CENTER / ACTIVITY
F8  AGENCY (GLOBAL)
F9  FUND TYPE (GLOBAL)
F10 BUDGET FUND RANGE (GLOBAL)

```

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

```

PRESS ENTER WHEN FINISHED OR PF12 TO EXIT

SUB OBJECT NAME:  IBIS TRAVEL CC_

ADMIN AREA:  050
COST CENTER:  TEST/SDS3_
ACTIVITY:  TEST/ACTY_

```

Modifying a Sub Object Relationship to an Agency (Global)

```

F5  ACCOUNT
F6  COST CENTER
F7  COST CENTER / ACTIVITY
F8  AGENCY (GLOBAL)
F9  FUND TYPE (GLOBAL)
F10 BUDGET FUND RANGE (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

```
PRESS ENTER WHEN FINISHED OR PF12 TO EXIT
SUB OBJECT NAME: IBIS TRAVEL CC
ADMIN AREA: 050
AGENCY: NASA_____
```

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

```
F5 ACCOUNT
F6 COST CENTER
F7 COST CENTER / ACTIVITY
F8 AGENCY (GLOBAL)
→ F9 FUND TYPE (GLOBAL)
F10 BUDGET FUND RANGE (GLOBAL)
```

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

```
PRESS ENTER WHEN FINISHED OR PF12 TO EXI
SUB OBJECT NAME: IBIS TRAVEL CC
ADMIN AREA: 050
FUND TYPE: RSTR
-
```

Modifying a Sub Object Relationship to a Budget/Fund Range (Global)

```

F5  ACCOUNT
F6  COST CENTER
F7  COST CENTER / ACTIVITY
F8  AGENCY (GLOBAL)
F9  FUND TYPE (GLOBAL)
F10 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

PRESS ENTER WHEN FINISHED OR PF12 TO EXIT

SUB OBJECT NAME: IBIS TRAVEL CC

ADMIN AREA: 050

BUDGET: 01 - 089 - 97_UP

FUND BEGIN: 20000_ FUND END: 89999_

After selecting one of the above relationships you will be able modify the Sub Object Modify screen

PLACE CURSOR ON LINE TO CHANGE AND PRESS PF3. PRESS PF12 TO SAVE CHANGE

07/10/96

IBIS FINANCIAL MAINTENANCE SYSTEM

10:56:38.1

SUB OBJECT MODIFY

RXS1

SUB OBJECT DESCRIPTION

FIRST NINE OBJECT CODES

PROFESSIONAL DEVELOPMENT 033B 0331 0332 0333 0334 0336 0339

DEPARTMENTAL ACCOUNTING TRG 033B 0331 0332 0333 0334 0336 0339

CONSULTATION TRIPS 033B 0331 0332 0333 0334 0336 0339

LOCATE LINES WITH OBJECT CODE: 0336

Enter PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP

LINE

LOC

INSR

DELE

BKWD

FRWD

LIST

AUSO

MOD1

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

Add/Update Sub Object (AUSO)

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> Note:

The AUSO documentation consists of four documents.

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 - Ending a Sub Object Relationship for an Agency (Global)
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Browsing a Sub Object by Account or Cost Center

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

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

Browsing a Sub Object by Account

07/10/96
11:02:12.0

IBIS FINANCIAL MAINTENANCE SYSTEM
SUB OBJECT ACCOUNT/COST CENTER BROWSE

AUSO
RXS1

→ F5 ACCOUNT
F6 COST CENTER

NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END ACCT CCTR BACK FWRD . AUSO PRNT .

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

PRESS ENTER WHEN FINISHED OR PF12 TO EXIT

ENTER ACCOUNT: 01 - 089 - 97_UP 10010

Enter Account Number then press **Enter** when finished or **PF12** to exit.

```
ENTER APPROPRIATE SELECTION NUMBER AND PRESS PF6
07/10/96          IBIS FINANCIAL MAINTENANCE SYSTEM          AUSO
11:05:27.4       SUB OBJECT BROWSE BY ACCOUNT                RXS1

                NUMB      SUB OBJECT NAME
                -----      -
                 1         IBIS TRAVEL CC
                 2
                 3
                 4
                 5
                 6
                 7
                 8
                 9
                10
                11
                12
                13
                14
                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** enter the selection number of the Sub Object name you wish to browse, then press **PF6** or **PF12** to exit.

PF Key Description

- PF10** **Return to AUSO main menu**
- PF11** **Print Screen**

ENTER SELECTION NUMBER AND PRESS PF5, OR PF8 TO SCROLL FORWARD

07/10/96

IBIS FINANCIAL MAINTENANCE SYSTEM

AUSO

11:36:13.3

SUB OBJECT INQUIRY

RXS1

NUMB SUB OBJECT DESCRIPTION FIRST NINE OBJECT CODES

NUMB	SUB OBJECT DESCRIPTION	FIRST NINE OBJECT CODES
1	PROFESSIONAL DEVELOPMENT	033B 0331 0332 0333 0334 0336 0339
2	DEPARTMENTAL ACCOUNTING T	033B 0331 0332 0333 0334 0336 0339
3	CONSULTATION TRIPS	033B 0331 0332 0333 0334 0336 0339

4
5
6
7
8
9
10
11
12
13
14
15

SELECTION: 1_ LOCATE LINES WITH OBJECT CODE: ____

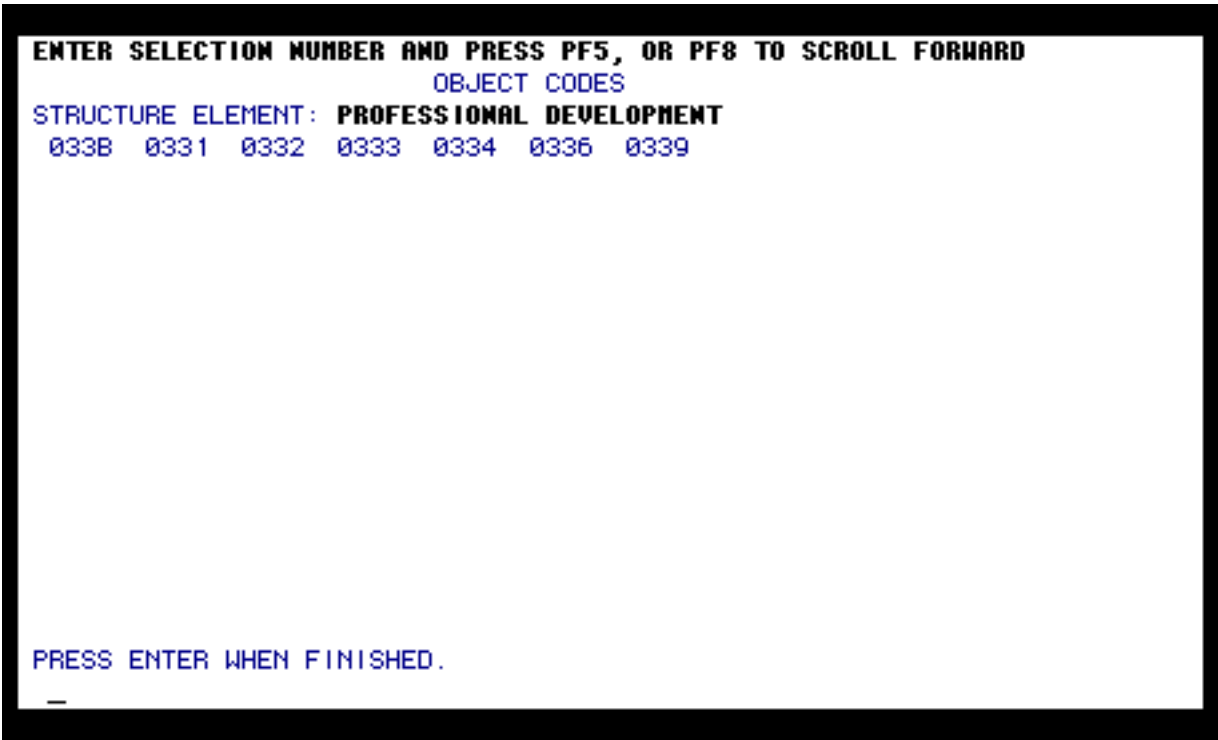
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP MENU CMPS LOCA OBJC BKWD FRWD . 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.

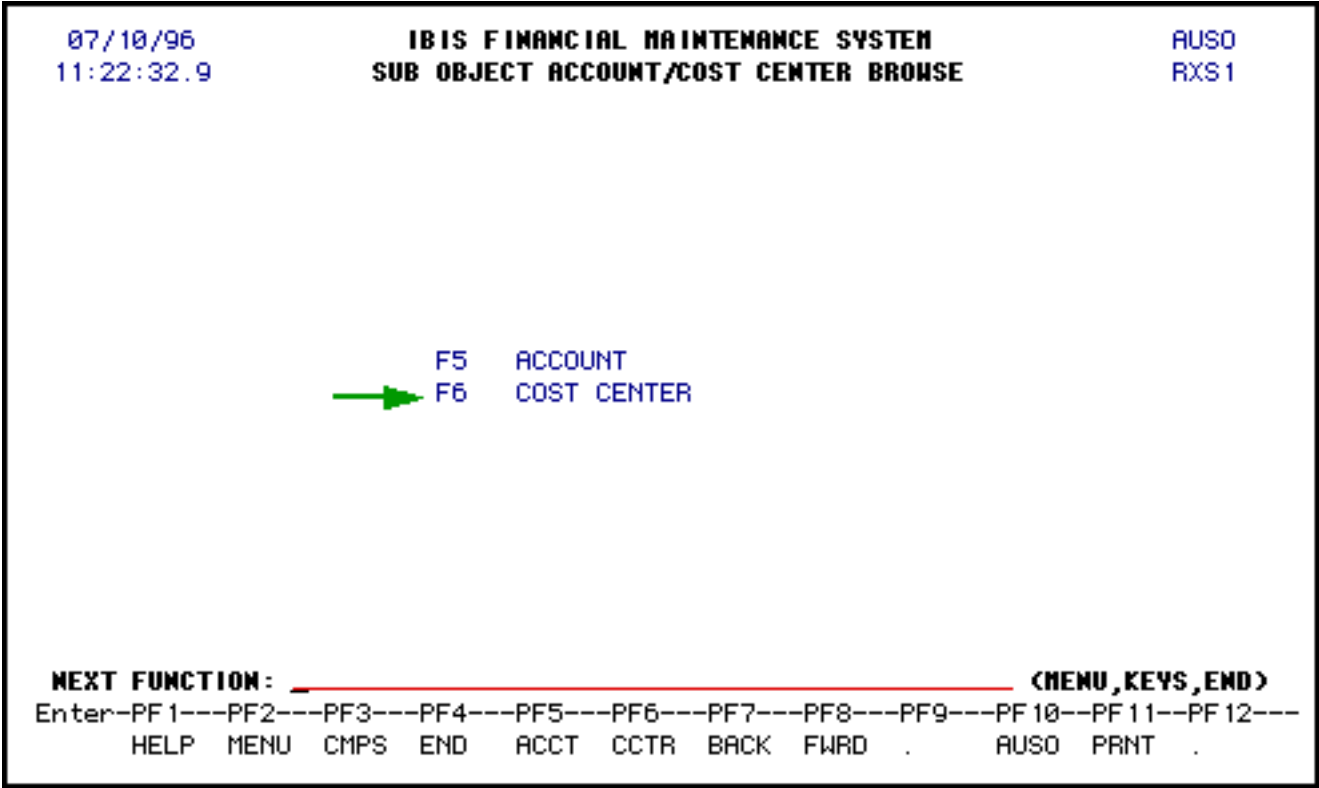
PF Key Description

- 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**.

PRESS ENTER WHEN FINISHED OR PF12 TO EXIT

ADMIN AREA: 050
COST CENTER: IBIS_____

Enter an **Admin Area** followed by a **Cost Center** and press **Enter** when finished or **PF12** to exit.

```
ENTER APPROPRIATE SELECTION NUMBER AND PRESS PF6
07/10/96          IBIS FINANCIAL MAINTENANCE SYSTEM      AUSO
11:33:43.3       SUB OBJECT BROWSE BY COST CENTER        RXS1

                NUMB   SUB OBJECT NAME
                ----   -
                  1    IBIS TRAVEL CC
                  2
                  3
                  4
                  5
                  6
                  7
                  8
                  9
                 10
                 11
                 12
                 13
                 14
                 15

SELECTION: 1_
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                MENU CMPS END      . INQU BACK FWRD      .   AUSO PRNT RTN
```

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

ENTER SELECTION NUMBER AND PRESS PF5, OR PF8 TO SCROLL FORWARD									
07/10/96		IBIS FINANCIAL MAINTENANCE SYSTEM						AUSO	
11:36:13.3		SUB OBJECT INQUIRY						RXS1	
NUMB	SUB	OBJECT DESCRIPTION	FIRST NINE OBJECT CODES						
1		PROFESSIONAL DEVELOPMENT	033B	0331	0332	0333	0334	0336	0339
2		DEPARTMENTAL ACCOUNTING T	033B	0331	0332	0333	0334	0336	0339
3		CONSULTATION TRIPS	033B	0331	0332	0333	0334	0336	0339
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SELECTION: 1_ LOCATE LINES WITH OBJECT CODE: _____									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
HELP MENU CMPS LOCA OBJC			BKWD FRWD .				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

```
ENTER SELECTION NUMBER AND PRESS PF5, OR PF8 TO SCROLL FORWARD
                                OBJECT CODES
STRUCTURE ELEMENT: PROFESSIONAL DEVELOPMENT
033B 0331 0332 0333 0334 0336 0339

PRESS ENTER WHEN FINISHED.
```

Press **Enter** when finished to return to the prior menu to select another line item.

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**.

```

ENTER A VALID SELECTION AND PRESS ENTER
07/10/96          IBIS FINANCIAL MAINTENANCE SYSTEM          AUSO
12:52:43.1      SUB OBJECT DELETE                          RXS1

  CREATOR      SUB OBJ NAME
1 - RXS1      IBIS TRAVEL CC
2 - RXS1      IBIS TRAVEL CC1
3 -
4 -
5 -
6 -
7 -
8 -
9 -
10 -
11 -
12 -
13 -

SELECTION NUMBER: 1_ ①
REPOSITION TO USER ID: RXS1_ ②  STRUCTURE ID: _____ ③
NEXT FUNCTION: _____ <MENU,KEYS,END>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP MENU CMPS END . . . BACK FWRD . . . AUSO PRNT .

```

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

PF10 Return to AUSO main menu

PF11 Print Screen

Ending an Organizational Relationship for an Account

```

ENTER A VALID SELECTION AND PRESS ENTER
07/10/96          IBS FINANCIAL MAINTENANCE SYSTEM          AUS0
12:57:25.7      END SUB OBJECT RELATIONSHIP                RXS1

                → F5  ACCOUNT
                  F6  COST CENTER
                  F7  COST CENTER / ACTIVITY
                  F8  AGENCY (GLOBAL)
                  F9  FUND TYPE (GLOBAL)
                  F10 BUDGET FUND RANGE (GLOBAL)

NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP      CMPS  END  ACCT  CCTR  ACTY  AGCY  FTYP  BFRG      BACK

```

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

Enter an **Account Number** and press **Enter**.

```

PRESS ENTER WHEN FINISHED OR PF12 TO EXIT

ENTER ACCOUNT: 01 - 089 - 97_UP 10010

```

Ending a Sub Object Relationship for a Cost Center

```

→ F5  ACCOUNT
  F6  COST CENTER
  F7  COST CENTER / ACTIVITY
  F8  AGENCY (GLOBAL)
  F9  FUND TYPE (GLOBAL)
  F10 BUDGET FUND RANGE (GLOBAL)

```

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

Enter an **Admin Area** and a **Cost Center** and press **Enter**.

PRESS ENTER WHEN FINISHED OR PF12 TO EXIT

SUB OBJECT NAME: **IBIS TRAVEL CC_**

ADMIN AREA: **050**

COST CENTER: **TEST/SDS3_**

Ending a Sub Object Relationship for a Cost Center with an Activity

F5 ACCOUNT
F6 COST CENTER
F7 COST CENTER / ACTIVITY
F8 AGENCY (GLOBAL)
F9 FUND TYPE (GLOBAL)
F10 BUDGET FUND RANGE (GLOBAL)

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**.

PRESS ENTER WHEN FINISHED OR PF12 TO EXIT

SUB OBJECT NAME: **IBIS TRAVEL CC_**

ADMIN AREA: **050**

COST CENTER: **TEST/SDS3_**

ACTIVITY: **TEST/ACTV_**

Ending a Sub Object Relationship for an Agency (Global)

F5 ACCOUNT
F6 COST CENTER
F7 COST CENTER / ACTIVITY
F8 AGENCY (GLOBAL)
F9 FUND TYPE (GLOBAL)
F10 BUDGET FUND RANGE (GLOBAL)

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

Enter an **Admin Area and an Agency** then press **Enter**.


```
PRESS ENTER WHEN FINISHED OR PF12 TO EXIT

SUB OBJECT NAME: IBIS TRAVEL CC

ADMIN AREA: 050
AGENCY: NASA_____
```

Ending a Sub Object Relationship for a Fund Type (Global)

```
F5 ACCOUNT
F6 COST CENTER
F7 COST CENTER / ACTIVITY
F8 AGENCY (GLOBAL)
→ F9 FUND TYPE (GLOBAL)
F10 BUDGET FUND RANGE (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**.

```
PRESS ENTER WHEN FINISHED OR PF12 TO EXI

SUB OBJECT NAME: IBIS TRAVEL CC

ADMIN AREA: 050
FUND TYPE: RSTR

_
```

Ending a Sub Object Relationship for a Budget/Fund Range

```
F5 ACCOUNT
F6 COST CENTER
F7 COST CENTER / ACTIVITY
F8 AGENCY (GLOBAL)
F9 FUND TYPE (GLOBAL)
→ F10 BUDGET FUND RANGE (GLOBAL)
```

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**.

PRESS ENTER WHEN FINISHED OR PF12 TO EXIT

SUB OBJECT NAME: IBIS TRAVEL CC

ADMIN AREA: 050

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