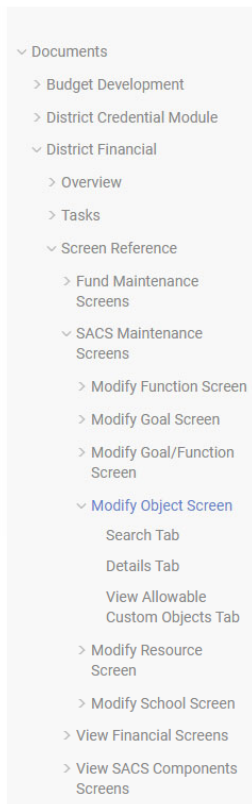
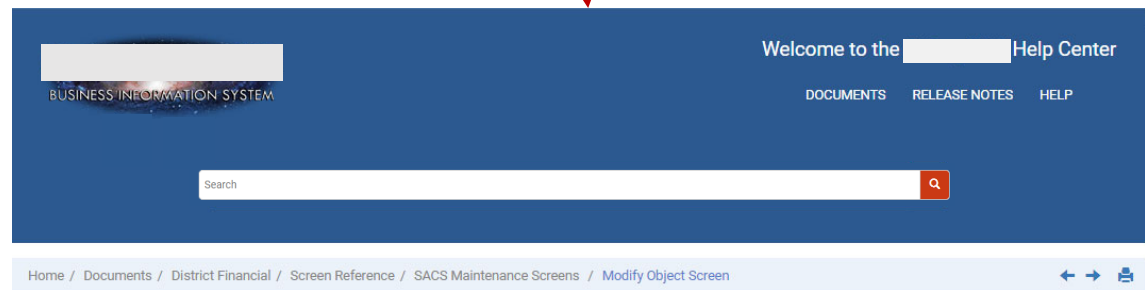
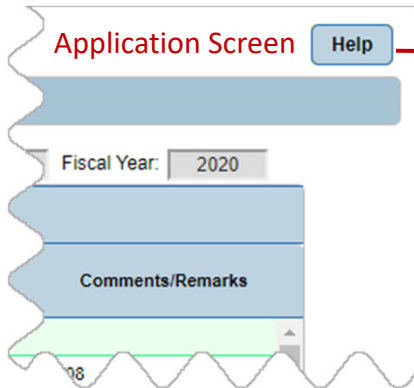


Sample WebHelp

Every application screen has a **Help** button.

When a user clicks **Help** from an application screen, the WebHelp system opens and the “landing page” that corresponds to the application screen appears.



Modify Object Screen

Landing Page

The Modify Object screen is used to add custom Object codes, within allowable ranges, to your district's chart of accounts.

Object codes classify expenditures according to the types of items purchased or services obtained. Object codes are also used to classify revenue by the general source and type of revenue as well as balance sheet accounts as assets, liabilities, or fund balance.



- Use the Search tab to enter values that match the Object codes to you want to find.
- Use the Details tab to display information about Object codes found using your search criteria. You can also add or modify custom codes on this tab.
- Use the View Allowable Custom Objects tab to view ranges of Object codes you can add on the Details tab.

Learn about

[Standardized Account Code Structure \(SACS\)](#)

Learn how to

[How to Customize Object Codes](#)

Field descriptions

[Search Tab](#)

[Details Tab](#)

[View Allowable Custom Objects Tab](#)

The software application name is redacted throughout this sample for privacy purposes.

Landing Page

The Landing Page provides an overview of the screen.

Related links at the bottom of the page open related concepts, tasks, and reference topics.

Other navigation elements are also provided: Breadcrumbs, a Contents Listing for the Help system, and paging buttons (left and right arrows).

Home / Documents / District Financial / Screen Reference / SACS Maintenance Screens / Modify Object Screen



Modify Object Screen

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- Use the View Allowable Custom Objects tab to view ranges of Object codes you can add on the Details tab.

Learn about

[Standardized Account Code Structure \(SACS\)](#) ← Links to related concepts

Learn how to

[How to Customize Object Codes](#) ← Links to related tasks

Field descriptions

[Search Tab](#)

[Details Tab](#)

[View Allowable Custom Objects Tab](#) ← Links to related reference information

Documents

- > Budget Development
- > District Credential Module

District Financial

- > Overview
- > Tasks

Screen Reference

- > Fund Maintenance Screens
- > SACS Maintenance Screens
 - > Modify Function Screen
 - > Modify Goal Screen
 - > Modify Goal/Function Screen
 - > **Modify Object Screen**
 - Search Tab
 - Details Tab
 - View Allowable Custom Objects Tab
 - > Modify Resource Screen
 - > Modify School Screen
- > View Financial Screens
- > View SACS Components Screens
- > View SACS Relationships Screens
- > Code Reference
- > Troubleshooting
- > System Utilities Module

Concept Topic

Concept topics provide narrative text to explain a particular subject.

Concepts may also include drawings, figures, or tables to illustrate the concept being presented.

Home / Documents / District Financial / Overview / Related Concepts / Standardized Account Code Structure



Documents

- Accounts Payable
- Accounts Receivable
- Asset Management
- > Budget Development
- > District Credential Module
- > District Financial Module
- Health and Welfare Benefits
- Payroll

Personnel/Position Control

- Overview
 - > Personnel/Position Control Module
 - > Personnel Setup Data Screens
 - Positions and Employees

- > District Credential Module
- > District Financial Module
- Health and Welfare Benefits
- Payroll

- > Personnel/Position Control
 - Purchasing
 - Retirement
- > System Utilities Module
- Year End Processing

> Galaxy AB 1522

> Release Notes

> Glossary

> Help

Standardized Account Code Structure

The **Standardized Account Code Structure (SACS)** is a uniform and comprehensive chart of accounts for classifying the financial activities of your district.

Galaxy Web tracks financial activity using account lines that consist of meaningful combinations of SACS codes.

Account lines are a set of seven SACS codes that identify the Fund, School, Resource, Project Year, Goal, Function, and Object to associate with a transaction. Each SACS code is described in the [California School Accounting Manual \(CSAM\)](#). CSAM refers to this string of codes as the "Standardized Account Code Structure Layout." Each component is called a "field" in CSAM. Your district may refer to the same string of codes as an "account line," a "SACS account," an "account code," or some other term. In **Galaxy Web** documentation, the phrase **account line** is used to refer to the seven SACS codes as a group. The term **SACS code** is used when referring to one SACS component within an account line.

CSAM presents guidelines for using SACS, but each district may interpret these guidelines a little differently. Regardless, you should understand basic concepts and the terminology related to account lines and SACS codes as these terms are used extensively throughout **Galaxy Web** documentation.

In **Galaxy Web**, the SACS account line has the following structure:

XX - XXX - XXXX - X - XXXX - XXXX - XXXX
Fund School Resource Project Year Goal Function Object

Community colleges do not use SACS, but the **Galaxy Web** account line structure makes it possible for community colleges to track and report financial data. For example, you can use the Fund code for Fund accounting and you can use the Object code to track Objects of Expenditures. To account for transactions using Taxonomy of Program (TOP) codes, you can use the Goal/Function code, which replaces the Goal and Function codes used by K-12 districts.

The California Community Colleges Chancellor's Office (CCCCO) defines TOP codes for tracking information by educational program. For example, the TOP code 0102.30 is assigned to Dairy Science programs. In **Galaxy Web**, the Goal/Function code for tracking Dairy Science-related transactions would be 01023000. The Goal/Function code appears in Galaxy Web account lines as the Goal and Function codes, as shown below. The use of TOP codes is optional. You can use the Goal/Function code in any way that supports the financial tracking needs of your community college.

0102.30
TOP Code

↓

01023000
Goal/Function Code

↙ ↘

XX - XXX - XXXX - X - 0102 - 3000 - XXXX
Fund School Resource Project Year Goal Function Object

Task Topic

Task topics are step-by-step instructions that explain how to complete a task with the software.

Home / Documents / District Financial / Tasks / Customizing SACS Codes / Adding Custom SACS Codes / Adding Object Codes



Documents

> Budget Development

> District Credential Module

District Financial

> Overview

Tasks

Customizing SACS Codes

Adding Custom SACS Codes

Adding Function Codes

Adding Goal Codes

Adding Goal/Function Codes

Adding Object Codes

Adding Resource Codes

Adding School Codes

> Maintaining Custom SACS Codes

> Maintaining Funds

> Viewing District Financial Information

> Screen Reference

> Code Reference

> Troubleshooting

> System Utilities Module

> Galaxy AB 1522

Adding Object Codes

Learn how to add custom Object codes to [redacted] to support your district's financial reporting needs.

About this task

Object codes classify expenditures according to the types of items purchased or services obtained. Object codes are also used to classify revenue by the general source and type of revenue as well as balance sheet accounts as assets, liabilities, or fund balance.

The California Department of Education (CDE) defines required and optional Object codes that all districts in the state can use. These CDE-defined codes are available in [redacted] and cannot be modified, deactivated, or deleted. In addition, the CDE defines ranges of custom Object codes that County Offices of Education and districts can add.

Your County Office of Education may add custom Object codes that districts in your county can use. Your district cannot update codes added by your County Office of Education. However, your district can add custom codes that you can update as needed. The financial data tracked with custom codes is grouped into standard rollup codes designated by the CDE.

Objective: You will be able to use the Modify Object screen to add custom Object codes to [redacted].

Steps

1. Open the Modify Object screen:

Financial System - District > SACS Maintenance > Modify Object

2. On the Search tab, select a year in the **Fiscal Year** field.

6. For each custom Object code to add, do the following:

a. On the Details tab, click **Add**.

A new row opens at the bottom of the tab.

Tip: To quickly copy and then modify an existing row, select the row to copy, and then click **Dup** instead of **Add**.

b. Enter values into the editable fields on the new row.

Delete	Object	Object Description	Rollup	Custom	District Code
<input type="checkbox"/>	9759	RESERVED ENDING BALANCE	9780	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	9769	UNRESERVED ENDING BALANCE	9780	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4335	TOOLS		<input type="checkbox"/>	<input type="checkbox"/>

New row →

Add **Dup** **Excel** **Print**

Active	Comments/Remarks	District Allowed	County Allowed	JPA Allowed
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	CREATED 4/18/2020 JJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Task topics feature
pop-up field descriptions

Object

Object Description

Active

Comments/Remarks

The description of the Object code. Required. No default.

7. Click **Save**.

One of the following...

Results

You learned how to use the Modify Object screen to add custom Object codes to Galaxy Web.

What to do next

After you add a custom Object code to Galaxy Web, you can modify the code information, deactivate the code, and/or delete the code.

Task topics also provide
links to related topics

Learn about
[SACS Account Codes](#)

Learn how to
[View Object Codes](#)
[Modify, Deactivate, or Delete Custom SACS Codes](#)

Field descriptions
[Modify Object Screen](#)

See also
[Troubleshooting Tips](#)

Reference Topic

Reference topics help users quickly look up information about a particular aspect of an application screen, such as fields and buttons.

Home / Documents / District Financial / Screen Reference / SACS Maintenance Screens / Modify Object Screen / Details Tab



Details Tab

Use the Details tab to display Object codes that match your search criteria.

Search	Details	View Allowable Custom Objects								
County 00--YOUR COUNTY District 00--YOUR DISTRICT Fiscal Year: 2020										
Total Rows: 737										
Delete	Object	Object Description	Rollup	Custom	District Code	Active	Comments/Remarks	District Allowed	County Allowed	JPA Allowed
<input type="checkbox"/>	1100	CERTIFICATED TEACHERS' SALARIES	1100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1101	ATHLETIC DIRECTORS	1100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CREATED 12/12/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1102	ROTC TEACHERS	1100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CREATED 12/12/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1120	6th DUTY TOUR SAL	1100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1121	6TH PERIOD ASSIGNMENT	1100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1126	PLANNING TIME TEACHERS	1100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1130	SUBS TOUR SAL	1100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1140	STUDENTS TOUR SAL	1100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1200	CERTIFICATED PUPIL SUPPORT SALARIES	1200	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1201	PSYCHOLOGIST	1200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1202	COUNSELOR	1200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1203	NURSE	1200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1204	LIBRARIAN COORDINATOR	1200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1205	LIBRARIAN	1200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1206	SPEECH THERAPIST	1200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1207	BEHAVIORAL SPECIALIST	1200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SPECIAL ED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1208	INSTRUMENTAL MUSIC TEACHER	1100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CHANGED WITH ERROR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1210	HRLY CERT PUPIL SUPPORT SAL	1200	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1221	CERTIFICATED SUPPORT 6TH PERIOD	1200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1230	SUBS CERT PUPIL SUPPORT SAL	1200	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1240	STUDENTS CERT PUPIL SUPPORT SAL	1200	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1300	CERTIFICATED SUPERVISORS' AND ADMINISTR	1300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add Dup Excel Print Save										

Fields

The top of the Details tab identifies your county and district and displays information entered on the Search tab.

Fiscal Year

The fiscal year for which the codes are valid.

The rows and columns in the body of the tab display information about codes that match your search criteria. If a code is not listed, it is either not valid for the specified fiscal year or it was not found with your search criteria.

Delete

Check this box to mark the row for deletion. Do not check this box if you want to keep the row. You cannot delete a code if the code is associated with other information in .

Object

The Object code.

Object Description

The description of the Object code.

Rollup

The code that contains a grouping of custom, locally defined codes. The rollup code is defined by the California Department of Education and is used to report accounting summaries to the state.

Custom

If checked, the code was locally defined by either your County Office of Education or your district. If not checked, the code was created by the California Department of Education.

Documents

- Budget Development
- District Credential Module

District Financial

- Overview
- Tasks

Screen Reference

- Fund Maintenance Screens
- SACS Maintenance Screens
 - Modify Function Screen
 - Modify Goal Screen
 - Modify Goal/Function Screen
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- View SACS Relationships Screens
- Code Reference
- Troubleshooting
- System Utilities Module
- Galaxy AB 1522

Active

If checked, the code is active. If not checked, the code is inactive. Inactive codes may be valid for the specified fiscal year, but cannot be used.

Comments/Remarks

A descriptive comment related to the code. References help to describe the purpose or history of the code.

District Allowed

If checked, K-12 districts and charter schools can use the code. If not checked, K-12 districts and charter schools cannot use the code.

County Allowed

This check box is for use by the County Office of Education.

JPA Allowed

If checked, the code can be used by a Joint Power of Authority (JPA) such as a charter school, Special Education Local Plan Area (SELPA), or Regional Learning Center (RLC). If not checked, JPAs cannot use the code.

Buttons

Button	Description
Delete	Deletes the previously saved transaction that appears on the tab.
Add	Opens a new row to add information.
Dup	Duplicates the selected row.
Save	Validates, and then saves new and/or modified information on the tab.
Excel	Exports information shown on the tab to an Excel file.
Print	Displays information on another browser tab in a format that you can easily print.

Reference topics
also provide links
to related topics

Learn about
[Standardized Account Code Structure \(SACS\)](#)

Learn how to
[How to Customize Object Codes](#)

Field descriptions
[Search Tab](#)
[View Allowable Custom Objects Tab](#)
[Overview of the Modify Object Screen](#)