

**COLORADO STATE UNIVERSITY**  
**Financial Procedure Instructions**  
**FPI 1-2**

1. **Procedure Title:** Object/Sub Object Code
2. **Procedure Purpose and Effect:** This procedure provides guidelines for using or creating object codes and sub object codes.
3. **Application of Procedure:** This procedure applies to every department that use the Kuali Financial System.
4. **Exemption:** None.
5. **Definitions:**
  - A. **Object code** - refers to a specific classification of a transaction, such as revenue or expense, an asset or liability. Examples of object codes are: Tuition, Salaries, Travel, Office Supplies, Cash or Accounts Payable. Object codes must be four numeric characters in length. A complete listing of object codes can be found through the Business and Financial Services website.
  - B. **Sub Object Code** - an extension of the object code which provides greater detail to an existing object code. Sub objects are user defined. Each sub object code is connected to an object code and account.
6. **Procedure Statement:**
  - A. **Object Codes:**
    1. To create a new object code in KFS the following questions must first be answered:
      - a) Have you contacted your Campus Services Representative regarding this request? If so, what was their response?
      - b) What type of activity is this object code to be used for (i.e. create new expense object code, create new income object code, etc.)?
      - c) For the financial activity that will use this object code, will it be new activity, or is it current activity that will be reclassified?
      - d) If it is current activity, what object code is currently being used? Why does that object code no longer suffice?
      - e) Would a sub-object code work for this activity?
      - f) If you have decided you still need a new object code, are any other Agencies (i.e. CSU-Global, CSU-P, BOG, etc.) involved in this activity that this object code should be created for?
    2. If the conclusion has been reached that a new object code needs to be created, please complete the following steps:
      - a) Create a KFS document by selecting a similar object code in KFS and selecting the "copy" function and editing the right column as needed. If you are editing an existing object code, search for the object code and click "edit."

- b) The above questions (i-vi) need to be completed and attached to the KFS Object Code request in the Notes and Attachments section.
- c) Once the document is complete and has been submitted, it will be processed through KFS workflow.

**B. Sub-Object Code:** Sub objects must be between one and three characters and can be either alpha or numeric. Because sub objects are created by the department and are user defined, there are no specific guidelines for creating sub objects.

7. **Reference and Cross-References:** None.

8. **Forms and Tools:** None.