COLORADO STATE UNIVERSITY
Financial Procedure Instructions
FPI 1-2

1. **Procedure Title:** Object/Sub Object Codes

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 uses the Kuali Financial System (KFS).

4. **Exemption:** None.

5. **Definitions:**

    A. **Object Code -** refers to a specific classification of a transaction, such as revenue or expense, and asset or liability. Examples of object codes are: 4xxx for Tuition revenue, 5xxx for Salary expense, 6000-6142 for Travel expense, 6208 for Office Supplies expense, 11xx for Cash, or 21xx for 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 and can be alpha and/or numeric. Each sub object code is connected to an object code and account number.

6. **Procedure Statement:**

    A. **Object Codes:**

        1. To create a new object code in KFS, the Object Code Request Form must be completed and submitted. The form is located on the BFS Resources page under the Accounting Misc folder (http://busfin.colostate.edu/Resources/Forms.aspx). The form requires the department requesting (requestor) the new object code to answer questions found in Step 1 to confirm if a new object is required or if an existing code or sub object code will suffice.

            a. If the responses to the questions have revealed that a current object code or sub object code will fulfill your needs, no further action is required.
            b. If the responses to the questions have revealed that a current object code or sub object code will not fulfill your needs, then the requestor will email the department's Business Officer for their approval, attaching the Object Code Request Form. The Business Officer approves the request by entering their information in the appropriate section of the form (no e-signature is required).
            c. The requestor will then email the form to Campus Services (bfs_campus_services@mail.colostate.edu) for review.

2. Campus Services will review the request. If Campus Services approves the request, they enter their information in the appropriate section of the form. Campus Services will email FRA at (bfs_fra@mail.colostate.edu) and attach the form to request the new code.

3. FRA will confirm the need for a new object code, then forward the email (with the form attached) to the Controller or Associate Controller for approval.

   a. After receiving the approval from management, FRA will create the requested object code(s), using the FRA portion of the Object Code Request Form as workpapers for the required fields.
   b. When the document(s) has been completed in KFS, the form will be attached as support in PDF format.
   c. The document will route through the FRA Manager for approval.
   d. When the document is final, FRA will notify the department of the new object code(s) available for use.

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**:
   Object Code Request Form
   Object Code Listing with Definitions
   Object Code Cheat Sheet