

COLORADO STATE UNIVERSITY-PUEBLO
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 uses the Quali Financial System (KFS).
4. **Exemption:** None.
5. **Definitions:**
 - A. **Object code** - refers to a specific classification of a transaction, such as revenue or expense, or 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 [Office of Financial Management 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 number.
6. **Procedure Statement:**
 - A. **Object Codes:**
 1. To create a new object code in KFS the following questions must first be answered:
 - a) 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.)?
 - b) For the financial activity that will use this object code, will it be new activity, or is it current activity that will be reclassified?
 - c) If it is current activity, what object code is currently being used? Why does that object code no longer suffice?
 - d) Would a sub-object code work for this activity?
 - e) If you have decided you still need a new object code, are any other Agencies (i.e. CSU-Global, CSU, BOG, etc.) involved in this activity that this object code should be created for?
 - f) Have you contacted your OFM Representative regarding this request? If so, what was their response?
 2. If the conclusion has been reached that a new object code needs to be created, please complete the following steps:
 - a) Send a memo addressing the above questions (i-vi) to OFM and they will create the object code.

- b) Once the document is complete and has been submitted, it will be processed through KFS workflow.
- c) Object codes can only be created at the end of the Fiscal Year for the following Fiscal Year.

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.

Reference and Cross-References: None.

7. Forms and Tools:

Object Code Cheat Sheet ([link to PDF](#))