

**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 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 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 Business Financial Services 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 Business Financial Services and they will create the object code.

b) 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.

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

7. **Forms and Tools:**

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