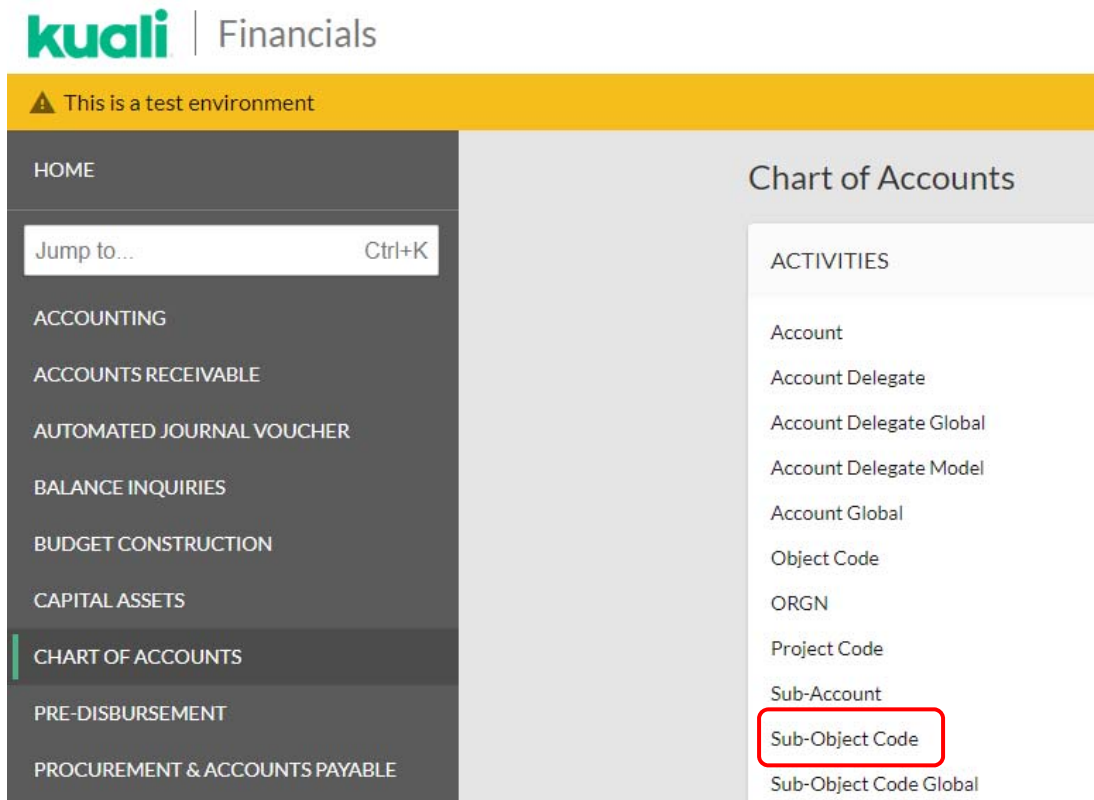


Sub-Object Code Create

Creating a Sub-Object Code

On Kualu home page in the Activities section of Chart of Accounts, select "Sub-Object" to open the Sub-Object Lookup screen.



This will take you to the Sub-Object code Lookup screen. In the top right corner, click on **create new**

The screenshot shows the "Sub-Object Code Lookup" screen. At the top right, there is a "Create New" button with a red arrow pointing to it. The main area contains several input fields: "Fiscal Year:" with a text box containing "2020"; "Chart Code:" with a dropdown menu; "Account Number:" with a text box; "Object Code:" with a text box; "Sub-Object Code:" with a text box; and "Sub-Object Code Name:" with a text box. Below these fields is an "Active Indicator:" section with radio buttons for "Yes", "No", and "Both". At the bottom of the form are three buttons: "Search", "Clear", and "Cancel".

This will then take you to the Sub-Object Code screen in which you can create your new sub-object code. In the Document Overview tab, enter a description and Explanation of why you are creating the sub-object code.

DOCUMENT OVERVIEW

OVERVIEW

* Description:

Explanation:

Organization Document Number:

EDIT SUB OBJECT CODE

NEW

* Fiscal Year: 2020

* Chart Code:

* Account Number:

* Object Code:

* Sub-Object Code:

* Sub-Object Code Name:

* Sub-Object Code Short Name:

Active Indicator:

NOTES AND ATTACHMENTS (0)

Submit Save Close Cancel

In the Edit Sub-Object Code section of the document enter the remaining information. For our example we are using Acct #2782700, Object Code 4380, Sub-Object Code ADV, etc...

DOCUMENT OVERVIEW

OVERVIEW

* Description:

Explanation:

Organization Document Number:

EDIT SUB OBJECT CODE

NEW

* Fiscal Year: 2020

* Chart Code: CO - Colorado State University

* Account Number: 2782700

* Object Code: 4380

* Sub-Object Code: ADV

* Sub-Object Code Name: Advancement

* Sub-Object Code Short Name: Advancement

Active Indicator:

NOTES AND ATTACHMENTS (0)

Submit Save Close Cancel

When all fields are complete, click Submit.

Viewing the Balance of a Sub-Object Code

There are multiple options under the Balance Inquiries section of Quali to view your Sub-Object Code balance. Click on the Available Balances under Balance Inquiry.

⚠ This is a test environment

HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

BUDGET CONSTRUCTION

CAPITAL ASSETS

Balance Inquiries

ACTIVITIES

Available Balances

Balances by Consolidation

Cash Balances

General Ledger Balance

General Ledger Entry

General Ledger Pending Entry

Open Encumbrances

In this screen, enter account 2600000-2590 for FY14. The Consolidation Option defaults to Consolidation and will total all your sub-object codes and anything that is not specified to a sub-object code.

Available Balances Lookup ⊕

* Fiscal Year:

* Account Number:

Object Code:

* Chart Code:

Sub-Account Number:

Sub-Object Code:

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Include Pending Ledger Entry: No Approved All

Search Results 1-1 of 1

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2014	CO	2600000	*ALL*	2590	*ALL*	0.00	1,455,820.61	0.00	1,455,820.61

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

To see your Sub-Object Codes, click on Detail under consolidation options. This will show the amount by sub-object code. If you do not have a sub-object code the sub-object code section will show “---”. See next page for screenshot.

Available Balances Lookup

* Fiscal Year: 2020 * Chart Code: CO

* Account Number: 2600000 Sub-Account Number:

Object Code: 2590 Sub-Object Code:

Consolidation Options: Detail Exclude Sub-Accounts

Include Pending Ledger Entry: No Approved All

Search Clear Cancel

Search Results 1-17 of 17

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2020	CO	2600000	2590	14		0.00	0.00	0.00
2020	CO	2600000	2590	03		0.00	0.00	0.00
2020	CO	2600000	2590	05		0.00	0.00	0.00
2020	CO	2600000	2590	11		0.00	0.00	0.00
2020	CO	2600000	2590	12		0.00	0.00	0.00
2020	CO	2600000	2590	17		0.00	0.00	0.00
2020	CO	2600000	2590	26		0.00	0.00	0.00
2020	CO	2600000	2590	28		0.00	0.00	0.00
2020	CO	2600000	2590	29		0.00	0.00	0.00
2020	CO	2600000	2590	33		0.00	41,825.00	0.00
2020	CO	2600000	2590	13		0.00	0.00	0.00
2020	CO	2600000	2590	01		0.00	0.00	0.00
2020	CO	2600000	2590	02		0.00	0.00	0.00
2020	CO	2600000	2590	04		0.00	0.00	0.00

Deactivating a Sub-Object Code

To deactivate a Sub-Object Code, go to the Sub-Object Code Lookup Screen and type in the Account Number, Object Code and Sub-Object Code you wish to deactivate. Then click Edit next to the Sub-Object code you wish to change.

Sub-Object Code Lookup

Fiscal Year: 2020 Chart Code: CO

Account Number: 2600000 Object Code: 2590

Sub-Object Code: 01 Sub-Object Code Name:

Active Indicator: Yes No Both

Search Clear Cancel

Search Results 1-1 of 1

Actions	Fiscal Year	Chart Code	Account Number	Object Code	Sub-Object Code	Sub-Object Code Name	Active Indicator
edit	2020	CO	2600000	2590	01	FB Seasons	Yes

Export options: CSV | spreadsheet | XML

In the Sub-Object code screen, enter a Description and Explanation for your change, then uncheck the Active Indicator box and click Submit. Once approved the sub-object code will be deactivated.

Sub-Object Code

Initiator: krsk@colostate.edu Created: 08/11/2020

EXPAND ALL

DOCUMENT OVERVIEW

OVERVIEW

* Description: [] Explanation: []

Organization Document Number: []

EDIT SUB OBJECT CODE

PREVIOUS	PROPOSED
Fiscal Year: 2020	Fiscal Year: 2020
Chart Code: CO - Colorado State University	Chart Code: CO - Colorado State University
Account Number: 2600000	Account Number: 2600000
Object Code: 2590	Object Code: 2590
Sub-Object Code: 01	Sub-Object Code: 01
Sub-Object Code Name: FB Seasons	* Sub-Object Code Name: []
Sub-Object Code Short Name: FB Seasons	* Sub-Object Code Short Name: []
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

NOTES AND ATTACHMENTS (0)

Submit Save Close Cancel

For questions, please contact your campus services representative at
http://busfin.colostate.edu/Depts/Campus_Svcs.aspx