Sub-Object Code Create

Creating a Sub-Object Code

On Kuali 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

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.
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...

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 Kuali to view your Sub-Object Code balance. Click on the Available Balances under Balance Inquiry.
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.

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.
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.

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