

# How To Set Up A New Sub-Object Code

## Creating a Sub-Object Code

In the main menu tab in Kualu, under the heading Lookup and Maintenance and the sub-heading Chart of Accounts, click on Sub-Object Code

The screenshot displays the Kualu financial systems interface. At the top left is the Kualu logo with the tagline 'financial systems'. To the right of the logo are navigation tabs for 'Main Menu', 'Maintenance', and 'Administration'. Further right, there is a 'Provide Feedback' link and the version information '20111027-Prod (Oracle9i)'. Below the navigation tabs is a yellow header bar containing 'action list', 'doc search', and a 'Logged in User: epillsbu' status with a 'login' button. A 'Message Of The Day' banner reads: 'This is the TRAINING Environment Cloned from Prod on 10/21/11'. The main content area is divided into several panels:

- Transactions**
  - Budget Construction**
    - Budget Construction Selection
  - Financial Processing**
    - Advance Deposit
    - Adjustment/Accrual Voucher
    - Budget Adjustment
    - Cash Receipt
    - Disbursement Voucher
    - Distribution of Income and Expense
    - General Error Correction
    - Indirect Cost Adjustment
    - Internal Billing
    - Internal Order
    - Pre-Encumbrance
    - Single Sided Budget Adjustment
    - Transfer of Funds
    - Work Order Authorization
  - Purchasing/Accounts Payable**
    - Contract Manager Assignment
    - Payment Request
    - Receiving
    - Requisition
    - Shop Catalogs
    - Vendor Credit Memo
- Administrative Transactions**
  - Capital Asset Builder**
    - Capital Asset Builder AP Transactions
    - Capital Asset Builder GL Transactions
  - Capital Asset Management**
    - Asset Manual Payment
    - Barcode Inventory Process
    - Asset Year End Depreciation
  - Financial Processing**
    - Cash Management
    - General Ledger Correction Process
    - Journal Voucher
    - Non-Check Disbursement
    - Service Billing
- Custom Document Searches**
  - Financial Transactions**
  - Capital Asset Management**
    - Asset Maintenance
  - Financial Processing**
    - Disbursement Vouchers
  - Purchasing/Accounts Payable**
    - Electronic Invoice Rejects
    - Payment Requests
    - Purchase Orders
    - Receiving
    - Requisitions
    - Vendor Credit Memos
- Lookup and Maintenance**
  - Capital Asset Builder**
    - Pre-Asset Tagging
  - Capital Asset Management**
    - Asset
    - Asset Fabrication
    - Asset Global (Add)
    - Asset Location Global
    - Asset Payment
    - Asset Retirement Global
  - Chart of Accounts**
    - Account
    - Account Global
    - Account Delegate
    - Account Delegate Global
    - Account Delegate Model
    - Account Delegate Global From Model
    - Object Code
    - Object Code Global
    - Organization
    - Project Code
    - Sub-Account
    - Sub-Object Code** (highlighted with a red box)
    - Sub-Object Code Global
  - Financial Processing**
- Balance Inquiries**
  - General Ledger**
    - Available Balances
    - Balances by Consolidation
    - Cash Balances
    - General Ledger Balance
    - General Ledger Entry
    - General Ledger Pending Entry
    - Open Encumbrances
  - 1099 Process**
  - Record Maintenance**
    - Payer
    - Payee
    - Payment
    - Process Extract History
    - Payee 1099 Forms
    - 1099 Exception Report

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

action list doc search Logged in User: epillsbu login

Sub-Object Code Lookup ? **create new** \* required field

Fiscal Year:	2012
Chart Code:	
Account Number:	
Object Code:	
Sub-Object Code:	
Sub-Object Code Name:	
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both

search clear 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.

action list doc search Logged in User: epillsbu login

Doc Nbr:	1557961	Status:	INITIATED
Initiator:	epillsbu	Created:	04:05 PM 03/19/2012

expand all collapse all \* required field

Document Overview hide

Document Overview

* Description:	create new sub-object code for adv
Org. Doc. #:	
Explanation:	A new sub-object code, ADV, is being created for Advancement in order to track how the funds are being spent.

In the Edit Sub Object Code tab enter the remaining information

- Chart Code: will always be CO
- Account number: enter the appropriate account number (in this example we have used 2782700 – Green & Gold Gala)
  - This is the only field that will vary
- Object Code: 4380
- Sub-Object Code: ADV
- Sub-Object Code Name: Advancement
- Sub-Object Code Short Name: Advancement

Form fields and values:

* Fiscal Year:	2012
* 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:	<input checked="" type="checkbox"/>

When all fields are complete, click **submit**

### *Viewing a Sub-object code's balance*

There are multiple options under the Balance Inquiry section of Kualu to view your sub-object code balance. Click on the Available Balances under Balance Inquiry.

## Balance Inquiries

### General Ledger

- **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:	2014
* Chart Code:	CO
* Account Number:	2600000
Sub-Account Number:	
Object Code:	2590
Sub-Object Code:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

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.

* Fiscal Year:	2014
* Chart Code:	CO
* Account Number:	2600000
Sub-Account Number:	
Object Code:	2590
Sub-Object Code:	
Consolidation Option:	<input type="radio"/> Consolidation <input checked="" type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

25 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2014	CO	2600000	----	2590	---	0.00	0.00	0.00	0.00
2014	CO	2600000	----	2590	01	0.00	909,727.60	0.00	909,727.60
2014	CO	2600000	----	2590	02	0.00	68,425.56	0.00	68,425.56
2014	CO	2600000	----	2590	03	0.00	214,065.20	0.00	214,065.20
2014	CO	2600000	----	2590	05	0.00	0.00	0.00	0.00
2014	CO	2600000	----	2590	06	0.00	37,852.63	0.00	37,852.63
2014	CO	2600000	----	2590	10	0.00	107,704.60	0.00	107,704.60
2014	CO	2600000	----	2590	24	0.00	34,040.77	0.00	34,040.77
2014	CO	2600000	----	2590	25	0.00	7,040.00	0.00	7,040.00
2014	CO	2600000	----	2590	26	0.00	4,920.00	0.00	4,920.00
2014	CO	2600000	----	2590	30	0.00	1,375.00	0.00	1,375.00
2014	CO	2600000	----	2590	04	0.00	27,297.25	0.00	27,297.25
2014	CO	2600000	----	2590	11	0.00	3,973.00	0.00	3,973.00
2014	CO	2600000	----	2590	12	0.00	2,787.00	0.00	2,787.00
2014	CO	2600000	----	2590	13	0.00	5,960.00	0.00	5,960.00
2014	CO	2600000	----	2590	14	0.00	3,928.00	0.00	3,928.00
2014	CO	2600000	----	2590	15	0.00	1,814.00	0.00	1,814.00
2014	CO	2600000	----	2590	16	0.00	1,234.00	0.00	1,234.00
2014	CO	2600000	----	2590	08	0.00	750.00	0.00	750.00
2014	CO	2600000	----	2590	29	0.00	4,186.00	0.00	4,186.00
2014	CO	2600000	----	2590	32	0.00	255.00	0.00	255.00
2014	CO	2600000	----	2590	28	0.00	18,275.00	0.00	18,275.00
2014	CO	2600000	----	2590	17	0.00	150.00	0.00	150.00
2014	CO	2600000	----	2590	7	0.00	60.00	0.00	60.00
2014	CO	2600000	----	2590	31	0.00	0.00	0.00	0.00

### Deactivating a Sub-Object Code

To Deactivate a sub-object code you will go to the Sub-Object Code Lookup Screen and type in the account number, object code and sub-object code you wish to cancel. Then click edit next to the sub-object code you wish to change. See screenshot on next page.

Fiscal Year:	2015
Chart Code:	
Account Number:	2600000
Object Code:	2590
Sub-Object Code:	01
Sub-Object Code Name:	
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

Actions	Fiscal Year	Chart Code	Account Number	Object Code	Sub-Object Code	Sub-Object Code Name	Active Indicator
<a href="#">edit</a> <a href="#">copy</a>	2015	CO	2600000	2590	01	FB Seasons	Yes

Once you click edit, it will take you to the Sub-Object code screen where you will enter a description and uncheck the active indicator box then click submit. Once approved the sub-object code will be deactivated.

Sub-Object Code ?	Doc Nbr:	3893987	Status:	INITIATED
	Initiator:	epillsbu@colostate.edu	Created:	08:12 AM 07/11/2014

\* required field

Document Overview ▼ hide

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**Document Overview**

* Description:	deactivate sub-object code	Explanation:
Organization Document Number:		

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Edit Sub Object Code ▼ hide

Old	New
Fiscal Year: 2015	Fiscal Year: 2015
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: FB Seasons
Sub-Object Code Short Name: FB Seasons	* Sub-Object Code Short Name: FB Seasons
Active Indicator: Yes	Active Indicator: <input type="checkbox"/>

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Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

If you have further questions please contact your campus services representative at <http://busfin.colostate.edu/cs.aspx>.