



**Chart of Accounts Maintenance SOP:** Chart of Accounts, Sub-Object Code Global

SOP Owner: Chart Manager, General Accounting

Version Number, Date Revised: #1, 03/27/11

Date Implemented:

Approval(s):

**Standard Operating Procedure**

**1. Purpose**

The Sub-Object Code Global e-doc is used to assign identical attributes to multiple sub-object codes on a single e-doc. Sub-object codes are specific to an account and a fiscal year and take on most of the attributes of the object code to which they report, including object code type and sub-type. **Note:** sub-object codes are associated with a fiscal year, but will roll over to the next fiscal year.

**2. Scope**

The intended audience is:

- Person who starts the KFS Sub-Object Code Global e-doc (Initiator)
- Anyone with financial / budgetary responsibilities (at the college / division level and at a central level)
  - Budget director
  - Senior financial officer
  - Central accounting

**3. Prerequisites** (Forms / Tools)

- Access to KFS
- Training on KFS
- Account e-doc training
- Sub-Object Code e-doc training
- Understanding when / why it is appropriate to set up a new sub-object code global
- Clarification on permissions / roles

**4. University Policy**

There is no legacy sub-object code global functionality, so there is no current university policy.

**5. Responsibilities**

Personnel in the following roles / positions:

- Requestor
- Initiator



- has financial expertise (i.e., has a financial role in his / her job title);
- has access to the system;
- has been authorized by Senior Finance Group as an Initiator;
- can validate that the new sub-object code global being set up (or current sub-object code global being modified) is appropriate per CU business rules;
- has the ability to provide 100% of the data required to successfully fill out and submit the Sub-Object Code Global e-doc.
- is the person who will respond to any follow-up questions.
- Fiscal officer / delegate (delegates: both primary and secondary)
  - Person who is responsible for final approval of the new (or modified) sub-object code global.

*Best Practice recommendation:* if additional review is deemed necessary, ad hoc route as appropriate (e.g., when creating a new sub-object code global, ad hoc route an FYI).

## 6. Procedure

**Lookup and Maintenance**

**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
- Organization Review
- Project Code
- Sub-Account
- Sub-Object Code
- Sub-Object Code Global

Sub-Object Code Global e-doc is located on Main Menu: Lookup and Maintenance section.

Figure 1 – Chart of Accounts, Lookup and Maintenance e-docs



action list doc search Logged in User: rld46  login

**Sub-Object Code Global** Doc Nbr: 10002621 Status: INITIATED  
Initiator: rld46 Created: 07:02 PM 03/05/2011

\* required field

**Document Overview**

**Document Overview**

<b>* Description:</b> <input type="text"/>	<b>Explanation:</b> <input style="width: 95%;" type="text"/>
<b>Org. Doc. #:</b> <input type="text"/>	

**Edit Global Sub Object Code**

**New**

<b>* Fiscal Year:</b>	<input type="text" value="2011"/> <input type="button" value="search"/>
<b>* Chart Code:</b>	<input type="text"/> <input type="button" value="search"/>
<b>* Sub-Object Code:</b>	<input type="text"/>
<b>* Sub-Object Code Name:</b>	<input type="text"/>
<b>* Sub-Object Code Short Name:</b>	<input type="text"/>
<b>Active Indicator:</b>	<input checked="" type="checkbox"/>

**Edit Object Codes**

**New Object Code** **Look Up/Add Multiple Object Code Lines**

<b>* Fiscal Year:</b>	<input type="text" value="2011"/> <input type="button" value="search"/>
<b>Chart Code:</b>	<input type="text"/> <input type="button" value="search"/>
<b>* Object Code:</b>	<input type="text"/> <input type="button" value="search"/>
<input type="button" value="add"/>	

**Edit Accounts**

**New Account** **Look Up/Add Multiple Account Lines**

<b>Chart Code:</b>	<input type="text"/> <input type="button" value="search"/>
<b>* Account Number:</b>	<input type="text"/> <input type="button" value="search"/>
<b>Account Name:</b>	<input type="text"/>
<input type="button" value="add"/>	

**Notes and Attachments (0)**

**Ad Hoc Recipients**

**Route Log**

Figure 2 – Sub-Object-Code Global e-doc

The Sub-Object Code Global e-doc has three unique tabs: Edit Global Sub Object Code, Edit Object Codes, and Edit Accounts. These tabs contain all of the modifiable sub-object code attributes that are not specific to object codes and account numbers.



The Edit Global Sub Object Code tab works much the same as the Edit Sub Object Code tab on the Sub-Object Code e-doc works. All of the fields on this tab are required. The Sub-Object Code Global e-doc can both create new and update existing records.

Figure 3 – Edit Global Sub-Object Code tab

**Table 1 Edit Global Sub-Object Code tab: field definitions**

<i>Field Name</i>	<i>Description (* indicates a required field)</i>
Fiscal Year	* Enter the fiscal year when you want to use the sub-object code, or search for it from the Fiscal Year lookup.
Chart Code	* Enter the chart code to which the sub-object code belongs, or select it from the Chart lookup. There will be five KFS charts within the chart of accounts, but the Ithaca chart (IT) is the one most of campus will access and use.
Sub-Object Code	* Enter the code to define the sub-object code. This is the code that should be entered in the sub-object field of the Accounting Lines tab on financial transaction e-docs. The sub-object code has its own name and code, but otherwise inherits all attributes of the object code to which it belongs.
Sub-Object Code Name	* Enter the long descriptive name of the sub-object code. This name appears on the Accounting Lines tab in financial transaction e-docs as well as in searches and reports. 40 characters
Sub-Object Code Short Name	* Enter the shortened version of the sub-object code name. 12 characters
Active Indicator	Select the check box if the sub-object code is active. Clear the check box if it is inactive.

For more information about how to complete the Edit Global Sub-Object Code tab, see Sub-Object Code SOP.

In the Edit Object Codes tab, specify the chart and object codes that the sub-object code belongs to. There are two ways to populate the object codes in the Edit Object Codes tab. The first is by manually entering or selecting one object code at a time from the normal Object Code lookup;



the other is by using a special multiple value lookup called the *Look Up / Add Multiple Object Code Lines* to return multiple values.\*

Figure 4 – Edit Object Codes tab

Note: when populating the fields manually or returning individual values from the lookup, you must select **add**.

In Edit Accounts tab, specify chart and account that the sub-object code belongs to. There are two ways to populate accounts that you want to select in the Edit Accounts tab. The first is: manually entering or selecting one account at a time from the normal Account lookup; the other is by using the *Look Up / Add Multiple Account Lines* to return multiple values.\*

Figure 5 – Edit Accounts tab

**Note:** when populating the fields manually or returning individual values from the lookup, you must select **add**.

\* **Procedure A:** using *Look Up / Add Multiple (for Object Code Lines or Account Lines)*

1. Complete the Edit Global Sub-Object Code tab.
2. To add multiple object codes to the Edit Object Codes tab, click **Look Up / Add Multiple Object Code Lines**.
3. Enter the desired search criteria to search for the object codes you want to include and click **search**.
4. After the result is returned, select check boxes to make your object code selection and click **return selected**. Selected object codes are returned to the Edit Object Codes tab.
5. To add multiple accounts to the Edit Accounts tab, click **Look Up / Add Multiple Account Lines**.
6. Enter the desired search criteria to search for the accounts you want to include, and click **search**.



7. Once the result is returned, select check boxes to make your account selection(s) and click **return selected**. The selected accounts are returned to the Edit Account tab.

8. Submit

\* **Procedure B:** adding one object code or account at a time

1. Complete the **Edit Global Sub-Object Code** tab

2. To add one object code at a time, enter the values or use the object code lookup (on the Edit Object Codes tab).

3. Search for an object code and click the **return value** link associated with the object code you want to select.

4. Click **add** to add the object code to the list.

5. Repeat until you have selected all of the object codes.

6. To add one account at a time, enter the values or use the account lookup (on the Edit Accounts tab).

7. Search for the account and click the **return value** link associated with the account you want to select.

8. Click **add** to add the account to the list.

9. Repeat until you have selected all of the accounts.

10. Submit

#### Business Rules

- The object code associated with the sub-object code must be active.
- To utilize the global functionality, you must add at least one Object Code in the Edit Object Code tab, AND at least one Account in the Edit Accounts tab.

#### Observations

- In order to utilize an existing sub-object code on a new account, first, use the Account e-doc to set up the new account. Once the Account e-doc is in final status, then the Sub-Object Code e-doc can be used to associate a sub-object code to the new account.
- Sub-object codes can be inactivated globally.
- You cannot do a global edit on this e-doc; you can only create new. Sub-object codes can only be edited with the Sub-Object Code e-doc.

Document Overview, Notes and Attachments, Ad Hoc Recipients, and Route Log tabs are standard on most KFS e-docs; they are covered in the “Basics” series of tutorials.



**Workflow**

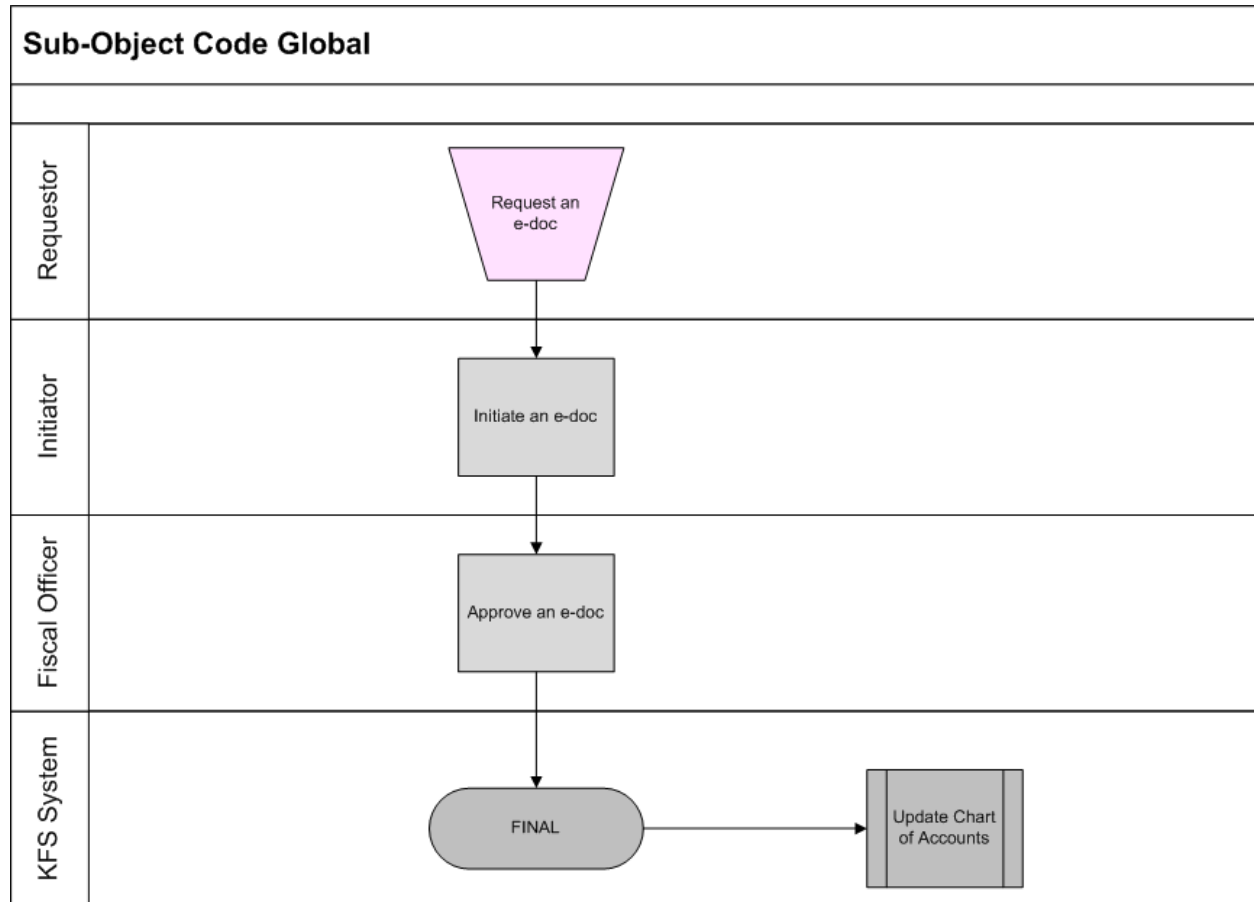


Figure 6 – Sub-Object Code Global workflow

**7. Definitions**

- KFS at Cornell Glossary
- COA Old World-New World (a comparison of Legacy / KFS)
- KFS Acronym Glossary

**8. References**

- Chart of Accounts, Account e-doc
- Account e-doc Standard Operating Procedure
- KFS at CU: Chart of Accounts (includes valid values)
- KFS Training: Account e-doc (tutorial)