Sub-Object Create Exercises

The Sub-Object Maintenance document is used to define an optional part of the accounting string that allows you to create finer distinctions within a particular object code on an account. For example, 6602 is used for Maintenance and Repair Service. You would like to track these expenses at a greater level of detail. You could create sub-object codes to reflect “equipment maintenance,” “building maintenance” “repair”, or any other designation required.

Sub-object codes are specific to an account and take on most of the attributes of the object code to which they report, including object code type and sub-type.

I. KFS Sub-Object Search Exercises
From the Main Menu, Lookup and Maintenance Group

![Chart of Accounts](Image)

- 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

Click on Sub-Object Code

Click on (upper right corner)

a. Document Overview tab input a description for your sub-object create.

b. Edit Sub-Object Code tab

Chart Code
Input CO (or find your chart from the search icon )
Account number
   Enter the account number on which you wish to create the sub-object or search for it from the Account lookup. If you wish to use the same sub-object code on several accounts see the Sub-object global document, or you need to process an additional document for each additional account on which you wish to use that sub-object.

Object Code
   Enter the object code to which the sub-object code belongs.

Sub-Object Code
   Enter the code to define the sub-object. This is the code to be entered in the sub-object field of the Accounting Lines tab of financial documents. This field is 1 to 3 characters, and may be alpha or numeric.

Sub-Object Name
   Enter the descriptive name. This name appears on the Accounting Lines tab in financial documents as well as in searches and reports. This field is up to 40 alpha/numeric characters.

Sub-Object Code Short Name
   Enter a shortened version of the sub-object code name. This can be used in reporting where space is limited (such as reporting from the data warehouse or ethority). This field is up to 12 alpha/numeric characters.

Active Indicator
   Select the check box if the sub-account is active. Clear the check box if it is inactive.

c. Notes and Attachments tab optional, input a note or attachment

d. Ad Hoc Recipients tab
   If you wish, you may route your document to someone not in the normal approval routing.

e. Click on the submit button submit to route your document.

f. Route Log
   Your document will route to the fiscal officer that you input on the account responsibility tab for approval.