

## Expense Object Code Project – FY19

5/8/19

***The KFS Object Code Description Guide is expected to be available by 5/31/19.***

*We anticipate additional object codes changes in FY20, such as those relating to rentals and leases.*

### New Object Codes

#### FEES

**6283 Transaction Fees:** Amounts paid on a per-transaction basis.

**6320 Tickets / Admission Fees:** Admission and entrance fees for events, concerts, attractions, competitions, entertainment, etc.

**6325 Publishing Fees:** Amounts paid to have abstracts, journals, articles, etc. published. For printing and binding services, use 6636 Printing and Binding.

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#### TELE (Telecommunications)

**6890 Internet / Online Services:** Costs relating to internet access, social media charges, online storage, file share, cloud services, etc. For advertising, use 6618 Advertising Services.

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#### SUPP (Supplies)

**6713 Business Meals:** Restaurant provided business meals with a documented business purpose. Also includes purchases and delivery of prepared foods (non-catered). For catering, use 6614.

*Catering (service) and Food object codes still exist.*

**6722 Agricultural, Horticultural and Dairy:** Purchases of supplies used in agriculture, horticultural, and dairy operations such as seeds, plants, fertilizer, etc. For supplies relating to animal care, use an object code in the ANCR (Animal Care) level. *(Fiscal Year 2020 change only)*

*Object code 6025 has this name in FY19 (Animal Care). For FY20, 6025 is called "Animal Care Supplies."*

**6742 Decorative Supplies:** Decorative items purchased for events, UConn owned houses, etc. Includes flower arrangements for conferences and other UConn sponsored events.

**6747 Household Supplies:** Purchases of dinnerware, cookware, kitchen utensils, storage supplies, window coverings, bedding, rugs, cleaning tools, lamps, etc.

**6772 Paper Goods / Supplies:** Purchases of disposable paper goods such as napkins, plates, utensils, cups, trash bags, toilet paper, etc. Not to be used for office paper/supplies.

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### SERV (Services)

**6639 Entertainers and Performers:** Amounts paid to performers (actor, singer, musician, dancer, comedian, director, etc.). (*Payments made to individuals may be subject to the CT Income Tax Withholding for Athletes or Entertainers.*)

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### TRNS (Transportation)

**6923 Motor Vehicle Fuel:** Gasoline and other fuel. For fuel and gas that will be resold, use 6900.

**6927 Motor Pool Vehicle Lease:** Payments for the Motor Pool Vehicle Lease Program.

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### ENER (Energy and Utilities)

**8140 Propane:** Unit of measure gallons

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### Edited Object Codes

Object Code	New Name	Old Name
6020	Animal Care Services (FY20)	<i>Animal Care</i>
6025	Animal Care Supplies (FY20)	<i>Agricultural, Horticultural &amp; Dairy (see new 6722 above)</i>
6120	Dues and Memberships	<i>Memberships</i>
6130	Subscriptions	<i>Subscriptions – Institutional</i>
6135	Subscriptions Athletics Recruiting	<i>Subscriptions – Recruiting</i>
6420	Insurance – Casualty and Liability	<i>Insurance – Miscellaneous Casual</i>
6632	Medical Services	<i>Fees – Medical Services</i>
6638	Other Services	<i>Prof/Nonprof Svsc – Non-Consulting</i>

### Inactivated Object Codes\*

Object Code	Object Code Name	Note
6100	Dues Institutional	<i>Use 6120 Dues and Memberships</i>
6105	Dues Individual	<i>Use 6120 Dues and Memberships</i>
6140	Subscriptions – Individual	<i>Use 6130 Subscriptions</i>
6236	Postage – SPS only	<i>Use 6235 Postage</i>
6300	Refund Check – Proj Accounting	<i>Use object code of original expense</i>

6405	Insurance - Fire	<i>Use 6420 Insurance – Casualty and Liability</i>
6410	Insurance – Automobile	<i>Use 6420 Insurance – Casualty and Liability</i>
6415	Insurance – Liability	<i>Use 6420 Insurance – Casualty and Liability</i>
6785**	Radioactives	<i>Use 6811 Other Lab Supplies</i>
6790**	Restricted Materials	<i>Use 6811 Other Lab Supplies</i>
6619	Advertising for Sponsored Projects	<i>Use 6618 Advertising Services</i>
6820	Religious Supplies	<i>Not needed</i>
6905	Public Bus Transportation and Operation	<i>Not needed</i>
7025	Employee Suggestions	<i>Not needed</i>
7050	Board and Patient Care	<i>Not needed</i>
7810	Nathan Hale Clearing	<i>Not needed</i>
8100	Natural Gas Adjustment	<i>Not needed</i>
8226**	Restricted Equip > \$5,000	<i>Use 8215 General Equip &gt; \$5,000</i>
8227**	Restricted Equip >\$5K Fed Funded	<i>Use 8220 General Equip &gt; \$5K Fed Funded</i>
8228**	Restricted Equip > \$5K Fed Owned	<i>Use 8228 General Equip &gt;\$5K Fed Owned</i>
8229**	Restricted Equip < \$5K	<i>Use 8306 or 8307</i>
8285	University Constructed Equip	<i>Not needed</i>
8287	University Constructed Equip Fed Funded	<i>Not needed</i>
8290	University Constructed Equip Fed Owned	<i>Not needed</i>
8292	University Constructed Equip Other Owned	<i>Not needed</i>
9000	Expense Budget Elimination	<i>Not needed</i>

**\*Not all object codes have been inactivated in KFS yet. Some of these object codes have balances in them, both current, and carried over from prior years in project accounts. These balances will be moved before the year-end, and then the object codes will be inactivated in both FY19 and FY20.**

**\*\*Restricted equipment and materials are no longer flagged by object code for EH&S review, but by commodity code and key words in HuskyBuy.**