

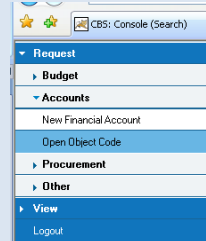
# How To Request To Open An Object Code

## Steps:

1. Navigate to *My Business Services*.  
[www.cgic.maricopa.edu/mybusinessservices](http://www.cgic.maricopa.edu/mybusinessservices)

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2. Click on *Requests*.
3. Click on *Accounts*.
4. Click on *Open Object Code*.



5. Input the account number that the object code is requested to be opened in. Enter the account as fund, unit, and charge center with a dash between digits.

Account

Hint: you can enter partial account numbers or account names in the account fields to search for accounts.

6. Input the *Object Code*. If the desired object code is a capital object code starting with 57XXX or 58XXX, input the *Sub-object Code*.

Use 1500 - < \$1,000  
Use 1000 - ≥ \$1,000 but ≤ \$4999.99  
Use 5000 - ≥ \$5,000

Object Code  Sub Object Code

Hint: If you don't know which object codes to add, click the [Object Code Listing](#) link for a list of Expense object codes and their definitions.

7. If multiple object code openings are needed, repeat step 6 until all object codes and corresponding sub-object codes have been entered.
8. All entered object codes and sub-object codes will display in the Object Code Table.

| Type        | Code  | SubCode |
|-------------|-------|---------|
| Expenditure | 54100 | 0       |
| Expenditure | 54110 | 0       |

9. Verify that all needed object codes and sub-object codes are listed. If not, repeat step 6. Once done continue to step 9.
10. If needed, clarify the request to open object codes by adding any notes to College Business Services in the *Notes* field.

11. Click submit to send this request to College Business Services

12. Logout of *My Business Services*

College Business Services will review the request and work with the District General Accounting Office to open the requested codes. Upon opening of the codes, an e-mail confirmation will be sent to the requestor.

For options on different types of requests which can be submitted to College Business Services, please refer to the *My Business Services Users' Manual*, for more information.

*My Business Services - Version I*  
*College Business Services*  
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