

NYS Guide to Financial Operations and SUNY Finance and Management System - revised July 1, 2017

Frequently Used Transactional Object Codes

(Note: The 4-digit Legacy SUNY Object Codes are currently used for Form-1 and several other functions. SUNY plans to move to the 6-digit WEB Object Codes within the next 12-18 months. As such, they are presented on this table for informational purposes.)

Object Groups	Legacy SUNY Object	WEB SUNY Object	SUNY Title	SFS Description (From GFO)
<u>Personal Service Regular PSR:</u>				
	0100	501000	Administrative	Salaries paid to State employees who are in annual salaried
	0400	504000	Instructional	Salaries paid to State employees who are in annual salaried
	0428	504280	Accessory Instruction	Salaries paid to State employees who are in annual salaried
	0500	505000	Supporting Academic	Salaries paid to State employees who are in annual salaried
	0600	506000	Professional - Other	Salaries paid to State employees who are in annual salaried
	1890	518900	Extra Service	Compensation to an employee for work performed in an agency other than the one in which the employee is regularly employed.
				Additional compensation to a regular employee that supplements base pay. This category includes hazard pay, longevity payments, supplemental location pay, pay differentials and other negotiated payments.
	1902	519020	Also Receives	Additional compensation to a regular employee that supplements base pay. This category includes hazard pay, longevity payments, supplemental location pay, pay differentials and other negotiated payments.
	1905	519050	Geographic Pay	Additional compensation to a regular employee that supplements base pay. This category includes hazard pay, longevity payments, supplemental location pay, pay differentials and other negotiated payments.
	1911	519110	Location Pay	Additional compensation to a regular employee that supplements base pay. This category includes hazard pay, longevity payments, supplemental location pay, pay differentials and other negotiated payments.
<u>Personal Service Temporary PST:</u>				
	2010	520100	Administrative	Salaries paid to temporary State employees who are in a non-annual salaried position.
	2427	524270	Instructional	Salaries paid to temporary State employees who are in a non-annual salaried position.
<u>Holiday and Overtime:</u>				
	1948	519480	Overtime	Compensation for those hours worked in excess of 40 hours in any work week by a regular employee who is eligible for overtime compensation.
	1981	519810	Recall Pay	Compensation for those hours worked in excess of 40 hours in any work week by a regular employee who is eligible for overtime compensation.
	1985	519850	Overtime Meals	Payment of overtime meal allowance to employees
<u>211/212 Retirees:</u>				
	2750	527500	211/212 Retirees Base Pay	Compensation attributable to reemployment of retirees under sections 211 or 212 of the Retirement and Social Security Law.
	2751	527510	211/212 Retirees Holiday Pay	Additional compensation for time worked by a Section 211/212 employee during regularly scheduled hours on a date observed as a State holiday.
	2752	527520	211/212 Retirees Overtime	Compensation for those hours worked in excess of 40 hours in any work week by a Section 211/212 employee who is eligible for overtime compensation.
	2753	527530	211/212 Retirees Uniform Allowance	Annual uniform allowances to a Section 211/212 employee who is required to wear a uniform in the performance of their duties.
	2754	527540	211/212 Retirees Standby Pay	Additional compensation authorized by the Director of Budget for Section 211/212 employees eligible to accrue overtime credits who are required to be available for immediate recall, and who must be prepared to return to duty within a limited period of time.

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	2755	527550	211/212 Retirees Extra Service	Compensation to a Section 211/212 employee for work performed in an agency other than the one in which the employee is regularly employed.
	2756	527560	211/212 Retirees Lump Sum Pay	Compensation to any Section 211/212 employee upon separation from State employment for up to 30 days of accrued vacation. Additional compensation to any Section 211/212 employee that supplements base pay. This category includes hazard pay, longevity payments, supplemental location pay, pay differentials and other negotiated payments.
	2757	527570	211/212 Retirees Add. Comp	Compensation attributable to reemployment of retirees under sections 211 or 212 of the Retirement and Social Security Law.
	2758	527580	Retirees Summer Session	

Supplies and Materials & Employee Moving:

	3001	530010	Office Supplies	Purchase of consumable office supplies such as paper, pens, pencils, clips, toner, ink, tape, etc.
	3061	530610	IT Supplies	
	3069	530690	Printing Supplies	Photo supplies including film, media cards, lens', photo developing chemicals, etc.
	3100	531000	Classroom Supplies	Purchase of supplies and aids used in an educational environment such as crayons, glue, paper, arts & craft materials, puzzles, games, play mats, etc.
	3125	531250	Parts and Peripherals	
	3126	531260	Computer Accessories	
	3150	531500	Academic Lab Supplies	Non-medical testing supplies used in State-operated laboratories.
	3210	532100	Lab-Chemicals - Medical	Surgical instruments, first aid supplies, chemicals, testing materials.
	3220	532200	Lab-Glassware - Medical	Surgical instruments, first aid supplies, chemicals, testing materials.
	3230	532300	Lab-Animals - Medical	Surgical instruments, first aid supplies, chemicals, testing materials.
	3235	532350	Medical Waste	Surgical instruments, first aid supplies, chemicals, testing materials.
	3240	532400	Medical Lab Supplies	Surgical instruments, first aid supplies, chemicals, testing materials.
	3243	532430	Hazardous Chemicals - Medical	Surgical instruments, first aid supplies, chemicals, testing materials.
	3244	532440	Medical Radiation Film Badges	Surgical instruments, first aid supplies, chemicals, testing materials.
	3246	532460	Photographic Supplies - Medical	Surgical instruments, first aid supplies, chemicals, testing materials.
	3247	532470	Radioactive Materials - Medical	Surgical instruments, first aid supplies, chemicals, testing materials.
	3248	532480	Controlled Substances - Medical	Surgical instruments, first aid supplies, chemicals, testing materials.
	3250	532500	Drugs - Prescription & Other	Medicines such as aspirin, ibuprofen, insulin, and prescription drugs
	3300	533000	Facility/Residential Supplies - Cleaning	Cleaning supplies including brooms, brushes, cleaning chemicals and other facility/residential cleaning supplies.
	3301	533010	Supplies & Materials - Buildings & Grounds	Supplies used to maintain State facilities and grounds such as hardware, lighting, signage, garden and landscaping tools, paint and painter supplies, etc.
	3315	533150	Supplies & Materials-Asphalt/Road Surfacing	Asphalt or road surfacing materials used to maintain roadways in proper operating condition for the duration of their useful life
	3316	533160	Supplies & Materials-Laundry	Laundry supplies including sheets, towels, small appliances (.e.g. iron), detergent and other facility/residential laundry supplies
	3317	533170	Non-employee clothing and footwear	Wearing apparel, shoes, boots, etc. for residents or clients in state operated facilities
	3318	533180	Supplies & Materials-Linens/Towels	Sheets, blankets, towels, etc. used in facility/residential facilities
	3319	533190	Supplies & Materials-Food Preparation Supplies	Materials used in the preparation of food such as kitchen tools, baking pans. Ice trays, platters, etc.
	3320	533200	Supplies & Materials -Personal Hygiene (CDL)	Monthly personal needs allowance (PNA) payments to clients and family care providers for clothing and incidental expenses of persons living in facilities operated or certified by the State

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Object Groups	Legacy SUNY Object	WEB SUNY Object	SUNY Title	SFS Description (From GFO)
	3321	533210	Supplies & Materials -Recreational	Campground, picnic, ski center, pool and other seasonal or recreational supplies, including physical education equipment, athletic supplies, etc.
	3322	533220	Supplies & Maerials - Road Salt/Sand/De-Ice	Supplies & Maerials - Road Salt/Sand/De-Ice
	3323	533230	Security Supplies	Security guard items such as ammunition, weapons, handcuffs, alarm systems used to protect state buildings and properties, fingerprint equipment, traffic beacons, protective clothing, life or water buoys, etc.
	3400	534000	Food and Beverage	Institutional food, bottled water, etc. purchased for consumption by residents or clients in State-operated facilities.
	3410	534100	Books and Periodicals	Replacement law books, medical books, library books, periodicals, magazines and subscriptions for printed or electronic reference materials, electronic or sheet music, etc.
	3562	535620	Supplies and Tools for Maint/Repair	Purchase of tools and hardware used to repair building facilities and vehicles.
	9200	592000	Central Stores Recharge	Purchase of consumable office supplies such as paper, pens, pencils, clips, toner, ink, tape, etc.
	9500	595000	Central Dup & Print Recharge	Photo supplies including film, media cards, lens', photo developing chemicals, etc.
	9800	598000	Operations Recharge - Non- Medical	Non-medical testing supplies used in State-operated laboratories.

Employee/Non Employee Travel:

4002	540020	Employee Travel Parking, Tolls, Incidentals	Parking, Tolls, Incidentals (passport fees, visa fee, currency conversion, travelers' checks, telephone calls, etc.).
4003	540030	Employee Travel - Public Transportation	Subway tokens, bus fares, taxi fares, ferry fares, etc
4150	541500	Employee Travel - Rental Cars	Vehicle rental including marine craft, automobiles
4200	542000	Employee Travel Per Diem	Reimbursement to employee of 'receipted' meal and/or lodging expenses OR per diem for meal and/or lodging expenses while in travel status.
4204	542040	Employee Travel - Lodging	Hotels, Motels
4208	542080	Employee Travel - Supplies	Books, magazines, carry bags, etc
4215	542150	Employee Travel-Air Fare	Payments to airline companies or travel agents for air fare
4225	542250	Employee Travel Train Fare (not subway tokens)	Train fare.
4300	543000	Employee Travel Personal Car	Mileage reimbursement to employees for personal use of vehicle.

Contractual Services - Lease, Maintenance & Repairs:

5101	551010	Leases-IT Equipment	Payments for lease or rent of high-performance computer used for large-scale applications and computing purposes
5115	551150	Leases-Other Equipment	Long-term equipment contract leases
5135	551350	Equipment Maint/Repairs - IT	Maintenance and support services for computer hardware; disk storage systems; nearline or backup systems; mainframe computers; servers; printers; PC's, work stations or notebooks.
5138	551380	Equipment Maint/Repairs - Communications	Maintenance and support services for computer hardware; disk storage systems; nearline or backup systems; mainframe computers; servers; printers; PC's, work stations or notebooks.
5139	551390	Medical & Dental Equipment Maintenance & Repairs	Purchase of goods used to repair or services to maintain medical and dental equipment
5140	551400	Office Equipment Repairs & Maintenance	Purchase of goods used to repair or services to maintain office equipment and furnishings

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	5145	551450	Safety Equipment Repairs & Maintenance	Purchase of goods used to repair or services to maintain safety equipment
	5146	551460	Scientific Equipment Repairs & Maintenance	Purchase of goods used to repair or services to maintain scientific and laboratory equipment
	5147	551470	Security Equipment Repairs & Maintenance	Purchase of goods used to repair or services to maintain security equipment
	5201	552010	Leases-Real Property-Base Rent	Base rental payment for office, warehouse and storage space.
	5204	552040	Leases-Real Property-Utilities	Amounts paid for tenant share of operating cost increases over the base year amount including janitorial, building maintenance and common area costs.
	5206	552060	Leases-Real Property-Other	Other sundry charges by the landlord. Such items as parking, service contract provided through the landlord (HVAC maintenance) lock charges and special cleaning (carpet shampoo).
	5290	552900	Building Repairs	Purchase of goods used to repair or services to maintain equipment used by state employees to maintain buildings and grounds (e.g. pressure washers, lawn mowers, snow plows, steel, lead, tin, copper, garage doors, windows, beams, etc).

Contractual Services - Utilities:

5551	555510	Natural Gas	Payment based on gas usage in a State building/facility or for State use of a building/facility.
5552	555520	Electricity	Payment for electricity usage in a State building/facility or for State use of a building/facility or to operate motorized vehicles and
5553	555530	Steam	Steam used to heat or cool State buildings or facilities
5554	555540	Chilled Water	Chilled water used to heat or cool State buildings or facilities.
5555	555550	Water-Non Municipal	Service charges for water.
5556	555560	Sewage	Service charges for sewer.
5557	555570	Electricity Transmission	Service charges for delivery of electric service(s) to end-user.
5558	555580	Gas Transmission	Service charges for delivery of gas service(s) to end-user
5559	555590	Methane	Purchase of methane gas from supplier or landfill owner
5500		Utilities Non Consumable/other Utilities Budgetary	

Contractual Services - Telephone/Communication Charges Services:

5402	554020	Telephone Services	Payments to service provider for (hard-wired) local and long distance phone services
5405	554050	Cloud Computing	Payments to a cloud computing service provider for on-demand computer resources (data, software) via an external computer network, rather than from a local computer or server.
5425	554250	Mobile Telecommunication Services	Payments to service provider for cell phones
5499	554990	IT Telecommunication Services	Voice over Internet Protocol (VoIP) or other digital enhanced telecommunications services.

Contractual Services - Postage and Shipping:

5601	556010	Postage	Postage for mailing correspondence, brochures, renewal notices, etc. using US Postal Service and priority or overnight delivery services. NOTE: costs for shipping packages/containers using private carriers should be charged to Shipping 55220.
5602	556020	Shipping	Costs for shipping packages/containers using private carriers. NOTE: costs for postage in mailing correspondence, brochures, renewal notices, etc should be charged to Postage 55203.

Contractual Services - Printing:

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Object Groups	Legacy SUNY Object	WEB SUNY Object	SUNY Title	SFS Description (From GFO)
	5604	556040	Commercial Printing - Non Advertising	Commercial printing - including print of brochures, catalogs magazine, booklets, binding, finishing, etc.
	5606	556060	Photocopying Services - Non Advertising	Reproduction (photocopying) services of booklets and other information materials (e.g. public health information, applications, tax forms, binding, finishing, etc. that are NOT related to advertising and marketing activities.
	5607	556070	Printing Services Advertising & Marketing	Commercial printing including print of brochures and catalogs used to promote business and travel in New York State.

Contractual Services:

5002	550020	Conference reg fees -emp traveler-in state	Registration fees and costs for sponsoring or hosting in-state training and conferences. DOES NOT include employee travel
5003	550030	Conference/Training Services - In State	Registration fees and costs for sponsoring or hosting in-state training and conferences. DOES NOT include employee travel
5004	550040	Conference/Training Services - Out of State	Registration fees and costs for sponsoring or hosting out of state training and conferences. DOES NOT include employee travel expenses.
5005	550050	Subscriptions Services	Replacement law books, medical books, library books, periodicals, magazines and subscriptions for printed or electronic reference materials, electronic or sheet music, etc.
5006	550060	Memberships	Dues and membership fees paid to professional organizations.
5613	556130	Plumbing system maintenance repair	Plumbing system maintenance or repair.
5614	556140	Pest Control	Payments to independent contractors for assessment, eradication and monitoring of pests and insects.
5615	556150	Asbestos Abatement	Expenses for the removal or enclosure of asbestos.
5621	556210	Maintenance Services - Medical Waste Removal	Payments to independent contractors for removal and disposal of medical waste.
5622	556220	IT Software/Licenses	Software that helps automate an organization's business functions (e.g., procurement software, accounting software, etc.).
5626	556260	IT Software Maintenance	Maintenance and support services for computer software applications including but not limited to business applications, network applications, operating system applications and server
5627	556270	Hardware/Software Installation	Installation or set-up of computer software; physical installation or set-up of computer hardware.
5628	556280	IT Hardware Maintenance	Maintenance and support services for computer hardware; disk storage systems; nearline or backup systems; mainframe computers; servers; printers; PC's, work stations or notebooks.
5630	556300	Maintenance Services - Electrical	Lighting installation, electrical power system, computerized system, cable television, fiber optic maintenance services.
5631	556310	Maintenance Services - Elevators	Elevator maintenance services.
5637	556370	Laundry and Linen Services	Laundry and dry cleaning services provided by independent contractors.
5638	556380	Building/Property Services	Payments to independent contractors for custodial/janitorial
5641	556410	Honorariums	Fixed or regular allowance payments for a specified period of time (e.g. stipends to students), and voluntary payments given for professional services (e.g. speech, invocations or public address).
5646	556460	Security Services	Building and property security guards.
5647	556470	Clerical Services	Temporary contract workers provided by staffing companies to provide administrative or clerical support.
5803	558030	Student Aid Payments	Payment made to support a student's education, awarded on the basis of academic achievement or other factors.
5826	558260	Insurance	Includes building, vehicle, fidelity insurance premiums.

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Object Groups	Legacy SUNY Object	WEB SUNY Object	SUNY Title	SFS Description (From GFO)
	5842	558420	Manpower Services	Temporary contract workers provided by staffing companies to provide administrative or clerical support.
	5847	558470	Interpretation/Translation	Services provided to translate or interpret written or spoken words
	5856	558560	Hospitals	Payment to hospitals for medical treatment provided to wards of the state
	5857	558570	Medical Secretaries	Medical Secretaries
	5858	558580	Medical/Lab Technicians	Medical/Lab Technicians
	5859	558590	Midwifery	Midwifery
	5860	558600	Occupational Therapist	Occupational Therapist
	5861	558610	Ophthalmic Dispensing	Ophthalmic Dispensing
	5862	558620	Pharmacist	Pharmacist
	5864	558640	Physical Therapist	Physical Therapist
	5865	558650	Psyciatrist	Psyciatrist
	5866	558660	Psychologist	Psychologist
	5867	558670	Speech Language Pathologist	Speech Language Pathologist
	5868	558680	Veterinarian/Veterinary Tech	Veterinarian/Veterinary Tech
	5869	558690	Physician Assistant	Physician Assistant
	5870	558700	Respiratory Therapist	Respiratory Therapist
	5871	558710	Nursing	Nursing
	5872	558720	Nursing Aide/Orderly/Attendant	Nursing Aide/Orderly/Attendant
	5850	558500	Grad/Teach Assistant Stipends	Fixed or regular allowance payments for a specified period of time (e.g. stipends to students), and voluntary payments given for professional services (e.g. speech, invocations or public address).
	5880	558800	Physicians	Physician
	5881	558810	Medical/Clinical Services	Clinical and laboratory services to support medical testing, investigations and public health (for non-medical lab services use 55154).
	5882	558820	Medical Services	Any health-related contract services not specifically identified elsewhere.
	5884	558840	Advertising & Marketing Services - Online	Internet or e-mail advertising and marketing expenses such as sporting events and digital displays.
	5886	558860	Advertising & Marketing Services - Radio	Radio advertising and marketing expenses.
	5887	558870	Advertising & Marketing Services - Television	Television and cinema advertising and marketing expenses
	5889	558890	Home Health Aides	Home Health Aides
	5897	558970	Arbitrator	Costs associated with the hearing and determination of a case in controversy by an arbiter.Contractual Services

Equipment Purchases -Other Than Capital:

object series 7200 - avg unit cost is 4999.99 or less

object series 7300 - avg unit cost is 5000.00 or more

7001	570010	Library Books	Replacement law books, medical books, library books, periodicals, magazines and subscriptions for printed or electronic reference materials, electronic or sheet music, etc.
7010	570100	Library Serials	Replacement law books, medical books, library books, periodicals, magazines and subscriptions for printed or electronic reference materials, electronic or sheet music, etc.
7060	570600	Library Software	Replacement law books, medical books, library books, periodicals, magazines and subscriptions for printed or electronic reference materials, electronic or sheet music, etc.
7201	572010	Maintenance & Operation (non-Fixed Asset)	

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			Maintenance & Operation - Lease Pur (non-FA)	Long-term equipment contract leases
	7202	572020		
			Office Equipment (non-Fixed Asset)	Purchase of office equipment such as video projectors, public address systems, audio-conferencing systems, microfiche, cameras,
	7212	572120		
			Office Equipment-Lease Purchase (non-FA)	Long-term equipment contract leases
	7213	572130		
			Furniture (non-Fixed Asset) - Office	Furniture and furnishings such as desks, bookshelves, storage cabinets, beds, tables, benches, etc.
	7222	572220		
			Furniture-Lease Purchase (non-Fixed Asset) - Office	Furniture and furnishings such as desks, bookshelves, storage cabinets, beds, tables, benches, etc.
	7223	572230		
			Medical Equipment (non-Fixed Asset)	Acquisition of equipment used in medical or dental facilities.
	7230	572300		
			Medical Equipment-Lease Purchase (non-FA)	Short-term equipment rentals.
	7231	572310		
			Mobile Phones/Cell Phones	Cell phones used to make mobile telephone calls.
	7237	572370		
			Telephones/Equipment	Traditional point-to-point desktop telephones such as digital phones.
	7238	572380		
			PC's (non-Fixed Asset)	Purchase of a personal computer (PC) in a form intended for regular use at a single location, as opposed to a mobile laptop or portable computer.
	7241	572410		
			Communications Equipment (non-Fixed Asset)	Various equipment & parts for video, data and voice technologies including wires, conductors, cables, circuit cards, boards, amplifiers, communication filters, satellite equipment, adapters, etc.
	7242	572420		
			PC's-Lease Purchase (non-Fixed Asset)	Personal computer leases including desktop, laptop, notebook and tablet.
	7243	572430		
			Communications Equipment-Lease Pur (non-FA)	Long-term equipment contract leases
	7244	572440		
			Other Equipment-Lease Purchase (non-FA)	Long-term equipment contract leases
	7245	572450		
			Lab (non-Fixed Asset)	Purchase of equipment and instruments used in scientific and testing laboratories.
	7253	572530		
			Lab - Lease Purchase (non-Fixed Asset)	Long-term equipment contract leases
	7254	572540		
			Chemistry (non-Fixed Asset)	Purchase of equipment and instruments used in scientific and testing laboratories.
	7255	572550		
			Chemistry - Lease Purchase (non-Fixed Asset)	Long-term equipment contract leases
	7256	572560		
			Physics (non-Fixed Asset)	Purchase of equipment and instruments used in scientific and testing laboratories.
	7257	572570		
			Physics - Lease Purchase (non-Fixed Asset)	Long-term equipment contract leases
	7258	572580		
			Instrumentation (non-Fixed Asset)	Purchase of equipment and instruments used in scientific and testing laboratories.
	7259	572590		
			Instrumentation - Lease Purchase (non-FA)	Long-term equipment contract leases
	7260	572600		
			General Lab Support (non-Fixed Asset)	Purchase of equipment and instruments used in scientific and testing laboratories.
	7261	572610		
			General Lab Support - Lease Purchase (non-FA)	Long-term equipment contract leases
	7262	572620		
			Maintenance & Operation (Fixed Asset)	Equipment used to maintain buildings and grounds such as lawnmowers, pressure washers, snow plows, ladders, etc.
	7301	573010		
			Maintenance & Operation - Lease Pur (FA)	Long-term equipment contract leases
	7302	573020		

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	7312	573120	Office Equipment (Fixed Asset)	Purchase of office equipment such as video projectors, public address systems, audio-conferencing systems, microfiche, cameras,
	7313	573130	Office Equipment-Lease Purchase (Fixed Asset)	Long-term equipment contract leases
	7322	573220	Furniture (Fixed Asset) - Office	Furniture and furnishings such as desks, bookshelves, storage cabinets, beds, tables, benches, etc.
	7323	573230	Furniture-Lease Purchase (Fixed Asset) - Office	Furniture and furnishings such as desks, bookshelves, storage cabinets, beds, tables, benches, etc.
	7330	573300	Medical Equipment (Fixed Asset)	Acquisition of equipment used in medical or dental facilities.
	7331	573310	Medical Equipment-Lease Purchase (Fixed Asset)	Short-term equipment rentals.
	7337	572370	Mobile Phones/Cell Phones	Cell phones used to make mobile telephone calls.
	7353	573530	Lab (Fixed Asset)	Purchase of equipment and instruments used in scientific and testing laboratories.
	7354	573540	Lab - Lease Purchase (Fixed Asset)	Long-term equipment contract leases
	7355	573550	Chemistry (Fixed Asset)	Purchase of equipment and instruments used in scientific and testing laboratories.
	7356	573560	Chemistry - Lease Purchase (Fixed Asset)	Long-term equipment contract leases
	7357	573570	Physics (Fixed Asset)	Purchase of equipment and instruments used in scientific and testing laboratories.
	7358	573580	Physics - Lease Purchase (Fixed Asset)	Long-term equipment contract leases
	7359	573590	Instrumentation (Fixed Asset)	Purchase of equipment and instruments used in scientific and testing laboratories.
	7360	573600	Instrumentation - Lease Purchase (Fixed Asset)	Long-term equipment contract leases
	7361	573610	General Lab Support (Fixed Asset)	Purchase of equipment and instruments used in scientific and testing laboratories.
	7362	573620	General Lab Support - Lease Purchase (Fixed Asset)	Long-term equipment contract leases