Function / Sub-Function Attributes

Revised Activity/Project Setup Request form

Posted **October 18, 2017** in **Financial & Business Services** and tagged **chartfield**, **procedure**.

One of the attributes of each activity/project in our Peoplesoft system is called the Function/Sub-Function code – also known as Program/Program Class. It is used to describe the predominant functional usage of expenditures made against the associated activity/project. This code is used for both federal and state reporting purposes.

Historically, this code has been assigned by our General Accounting office. Going forward, we would like the campus departments to have a more direct say in what this code should be.

NOVEMBER 1

Beginning November 1, 2017, all new activities and projects will be created using a revised Activity/Project Setup Request form. This form will now **REQUIRE** a valid entry for *both* the Function and the Sub-Function code. Drop down menus will be provided on the form for you to make a selection from. Links to the definitional statements for each Function and Sub-Function value can be accessed directly from the form. Filling in these code valuations will help us keep and maintain the proper coding, which becomes so important in our federal and state reporting obligations.

Thank you for your help in raising the quality of our financial data elements. This effort will go a long way towards improving reporting overall. If you have questions or need further help in interpreting some of the definitional statements, please contact the accountant at the bottom of the management report or **General Accounting**.

Functional Group

Sub-Function

Sub-Function definitions

Functional Group definitions

Form image

THE UNIVERSITY OF UTAH

UNIVERSITY OF UTAH
ACTIVITY/PROJECT SET-UP REQUEST
(Return completed form to General Accounting, 416 Park Building)

To be completed by General Accounting:

Activity	Project	BU	Org ID	Fund

Program Class	Accounting Dept. Contact	Rstd FB	Funding Class	Endowment/Expenditure X-Ref

Requesting department MUST COMPLETE ALL information below:

Date	Orignating Individual		Phone # (7 Digits)

Short Title (Limit 30 Characters)

Long Title (Limit 126 Characters)

Responsible Person (Last Name,First Name MI as appears on PAN form)	Responsible Person Empl ID

Responsible Person Campus Address (Room & Building)

Location Code (Management Report Mail Location)	Organization Name	Org ID

Employee ID	Alternate Contact Person Name	Phone # (7 Digits)	Responsible VP Office or College

Send Notification of Setup To: (Name and Address)

Definitions   Select Functional Group   Select Sub-Function   **Definitions**

Purpose of Activity/Project including restrictions on expenditures. (Must be supported by pertinent correspondence or other documentatin as appropriate.)

Specific Source of Revenue (Include initial and future funding sources)

I, as responsible person, verify that the above information is complete and that all copies of pertinent correspondence and other supporting documentation have been attached. I accept full responsibility for the Activity/Project and will follow procedures outlined in Section 3 of the Policy and Procedures Manual.

I, as Dean/Vice President, hereby approve the establishment of the above requested Activity/Project. (If the responsible person is a Dean, the Activity/Project must have the approval of the appropriate Vice President.)

Responsible Person	Date

Budget Office or Development Office	Date

Dean or Vice President	Date

Manager, General Accounting	Date

Function / Sub-Function Attributes

Definitions	Select Functional Group	Select Sub-Function	Definitions

Purpose of Activi... (ust be supported by pertinent correspondence or other documentatin as appropriate.)

1	Instruction
2	Research
3	Public Service
4	Academic Support
5	Student Services
6	Institutional Support
7	Operation & Maint of Plant

Specific Sour... o...

Definitions	Select Functional Group	Select Sub-Function	Definitions
	Operation & Maint of Plant ▼		

Purpose of Activi... ust be supported by pertinent correspondence or other documentatin as appropriate.)

	Research
	Public Service
	Academic Support
	Student Services
	Institutional Support
	Operation & Maint of Plant
8	Scholarships & Fellowships
9	Other

Specific Sour...

Definitions   Select Functional Group   Select Sub-Function   **Definitions**

Instruction ▼

Purpose of Activity/Project including restrictions on expenditures. (Must be s

0100 - General Academic Instruction
0200 - Vocational/Technical Instruc.
0400 - Community Education (DCE)
0500 - Preparatory/Remedial Instruction
0600 - Educ Service Agreements - on campus
0609 - Educ Service Agreements - off campus

Specific Source of Revenue (Include initial and future funding sources)

Definitions   Select Functional Group   Select Sub-Function   **Definitions**

Research ▼

Purpose of Activity/Project including restrictions on expenditures. (Must be s

1010 - Individual & Project Research - on campus
1019 - Individual & Project Research - off campus
1020 - Institutes & Research Ctrs - on campus
1029 - Institutes & Research Ctrs - off campus
1040 - Departmental Research

Specific Source of Revenue (Include initial and future funding sources)

Notes Pending

Definitions   Select Functional Group   Select Sub-Function   **Definitions**

Public Service ▼

Purpose of Activity/Project including restrictions on expenditures. (Must be s

1510 - Community Service - on campus
1519 - Community Service - off campus (incl. IPA
1520 - Cooperative Extension Service
1530 - Public Broadcasting Services
1580 - Private Practice Income

Specific Source of Revenue (Include initial and future funding sources)

Definitions Select Functional Group Select Sub-Function **Definitions**

Academic Support ▼ ▼

Purpose of Activity/Project including restrictions on expenditures. (Must be

2000 - Museums and Galleries
2010 - Libraries
2030 - Educational Media Services
2040 - Academic Computing Support
2050 - Ancillary Support (Org Activ)
2060 - Acad Admin & Personnel Dev
2070 - Course & Curriculum Developmnt
2080 - Recharge Centers

Specific Source of Revenue (Include initial and future funding sources)

Definitions Select Functional Group Select Sub-Function **Definitions**

Student Services ▼ ▼

Purpose of Activity/Project including restrictions on expenditures. (Must be

2510 - Student Services Admin
2520 - Social & Cultural Development
2530 - Counseling & Career Guidance
2540 - Financial Aid Administration
2550 - Student Admissions
2560 - Student Records

Specific Source of Revenue (Include initial and future funding sources)

Notes Pending

Definitions Select Functional Group Select Sub-Function **Definitions**

Institutional Support ▼ ▼

Purpose of Activity/Project including restrictions on expenditures. (Must be

3010 - Executive Management
3020 - Fiscal Operations
3030 - Administrative Computing Serv
3040 - Community & Alumni Relations
3110 - Employee Personnel & Records
3120 - Space Management
3140 - Gen Admin & Logistical Service
3150 - Public Relations/Development

Specific Source of Revenue (Include initial and future funding sources)

Definitions | Select Functional Group | Select Sub-Function | Definitions

Operation & Maint of Plant ▼

Purpose of Activity/Project including restrictions on expenditures. (Must be s

3510 - Physical Plant Administration
3520 - Building Maintenance
3530 - Custodial Services
3540 - Utilities
3550 - Landscape & Grounds Maintenanc
3560 - Major Repairs & Renovations

Specific Source of Revenue (Include initial and future funding sources)

Definitions | Select Functional Group | Select Sub-Function | Definitions

Scholarships & Fellowships ▼

Purpose of Activity/Project including restrictions on expenditures. (Must be s

4000 - Scholarships and Fellowships

Notes Pending

Specific Source of Revenue (Include initial and future funding sources)

Definitions | Select Functional Group | Select Sub-Function | Definitions

Other ▼

Purpose of Activity/Project including restrictions on expenditures. (Must be s

6000 - Auxiliary Enterprises
8000 - Hospital
9000 - Non-Current Funds

Specific Source of Revenue (Include initial and future funding sources)