

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.



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**.

Sub-Function

Functional Group

Sub-Function definitions

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	Reqd FB	Funding Class	Indowment/Expenditure X-Ref

Requesting department MUST COMPLETE ALL information below:

Date (Originating 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

Employee ID Alternate Contact Person Name Phone # (7 Digits) Responsible P 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 documentation 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

Expenses by Sub-Functional Groups

1. General Accounting	2. Student Services	3. Financial Services	4. Information Services
5. Physical Plant	6. Student Health Services	7. Student Activities	8. Student Government
9. Student Government	10. Student Government	11. Student Government	12. Student Government
13. Student Government	14. Student Government	15. Student Government	16. Student Government
17. Student Government	18. Student Government	19. Student Government	20. Student Government
21. Student Government	22. Student Government	23. Student Government	24. Student Government
25. Student Government	26. Student Government	27. Student Government	28. Student Government
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89. Student Government	90. Student Government	91. Student Government	92. Student Government
93. Student Government	94. Student Government	95. Student Government	96. Student Government
97. Student Government	98. Student Government	99. Student Government	100. Student Government

Functional Group definitions

Expenses by Functional Groups

1. General Accounting	2. Student Services	3. Financial Services	4. Information Services
5. Physical Plant	6. Student Health Services	7. Student Activities	8. Student Government
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21. Student Government	22. Student Government	23. Student Government	24. Student Government
25. Student Government	26. Student Government	27. Student Government	28. Student Government
29. Student Government	30. Student Government	31. Student Government	32. Student Government
33. Student Government	34. Student Government	35. Student Government	36. Student Government
37. Student Government	38. Student Government	39. Student Government	40. Student Government
41. Student Government	42. Student Government	43. Student Government	44. Student Government
45. Student Government	46. Student Government	47. Student Government	48. Student Government
49. Student Government	50. Student Government	51. Student Government	52. Student Government
53. Student Government	54. Student Government	55. Student Government	56. Student Government
57. Student Government	58. Student Government	59. Student Government	60. Student Government
61. Student Government	62. Student Government	63. Student Government	64. Student Government
65. Student Government	66. Student Government	67. Student Government	68. Student Government
69. Student Government	70. Student Government	71. Student Government	72. Student Government
73. Student Government	74. Student Government	75. Student Government	76. Student Government
77. Student Government	78. Student Government	79. Student Government	80. Student Government
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97. Student Government	98. Student Government	99. Student Government	100. Student Government

Function / Sub-Function Attributes

Definitions	Select Functional Group	Select Sub-Function	Definitions
Purpose of Activity	<ul style="list-style-type: none">1 Instruction2 Research3 Public Service4 Academic Support5 Student Services6 Institutional Support7 Operation & Maint of Plant	<input type="text"/>	<input type="text"/>
Specific Source			
Definitions	Select Functional Group	Select Sub-Function	Definitions
Purpose of Activity	<ul style="list-style-type: none">Operation & Maint of PlantResearchPublic ServiceAcademic SupportStudent ServicesInstitutional SupportOperation & Maint of PlantScholarships & FellowshipsOther	<input type="text"/>	<input type="text"/>
Specific Source			

must be supported by pertinent correspondence or other documentation as appropriate.)

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Notes Pending

Definitions	Select Functional Group	Select Sub-Function	Definitions
	Instruction		
Purpose of Activity/Project including restrictions on expenditures. (Must be			
Specific Source of Revenue (Include initial and future funding sources)			

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

Definitions	Select Functional Group	Select Sub-Function	Definitions
	Research		
Purpose of Activity/Project including restrictions on expenditures. (Must be			
Specific Source of Revenue (Include initial and future funding sources)			

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

Definitions	Select Functional Group	Select Sub-Function	Definitions
	Public Service		
Purpose of Activity/Project including restrictions on expenditures. (Must be			
Specific Source of Revenue (Include initial and future funding sources)			

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

Notes Pending

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

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

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

- 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

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

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

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

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

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

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

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

- 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

Notes Pending

Definitions	Select Functional Group	Select Sub-Function	Definitions
	Operation & Maint of Plant		
Purpose of Activity/Project including restrictions on expenditures. (Must be selected)			
3510 - Physical Plant Administration 3520 - Building Maintenance 3530 - Custodial Services 3540 - Utilities 3550 - Landscape & Grounds Maintenananc 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 selected)			
4000 - Scholarships and Fellowships			
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 selected)			
6000 - Auxiliary Enterprises 8000 - Hospital 9000 - Non-Current Funds			
Specific Source of Revenue (Include initial and future funding sources)			