

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) Organization Name

Location Code (Management Report Mail Location) Org ID

Employee ID Alternate Contact Person Name 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 | Dean or Vice President | Date |
| Budget Office or Development Office | Date | Manager, General Accounting | Date |

Expenses by Sub-Functional Groups

| | | | |
|-----------------------------------|------------------------------------|-------------------------------------|--------------------------------------|
| 1. Accounting | 2. Business Administration | 3. Health Services | 4. Law |
| 5. Life Sciences | 6. Medicine | 7. Physical Sciences | 8. Social Sciences |
| 9. Student Services | 10. University Administration | 11. University Development | 12. University Foundation |
| 13. University Housing | 14. University Printing | 15. University Transportation | 16. University Travel |
| 17. University Telecommunications | 18. University Information Systems | 19. University Facilities | 20. University Energy |
| 21. University Safety | 22. University Security | 23. University Risk Management | 24. University Insurance |
| 25. University Legal | 26. University Compliance | 27. University Environmental | 28. University Sustainability |
| 29. University Research | 30. University Innovation | 31. University Entrepreneurship | 32. University Intellectual Property |
| 33. University Patent | 34. University Trademark | 35. University Copyright | 36. University Trade Secret |
| 37. University Confidentiality | 38. University Data Protection | 39. University Information Security | 40. University Cybersecurity |
| 41. University Privacy | 42. University Access | 43. University Authentication | 44. University Authorization |
| 45. University Accountability | 46. University Transparency | 47. University Openness | 48. University Integrity |
| 49. University Honesty | 50. University Fairness | 51. University Equity | 52. University Justice |
| 53. University Respect | 54. University Dignity | 55. University Honor | 56. University Virtue |
| 57. University Prudence | 58. University Temperance | 59. University Moderation | 60. University Restraint |
| 61. University Self-Control | 62. University Discipline | 63. University Order | 64. University Harmony |
| 65. University Balance | 66. University Proportion | 67. University Measure | 68. University Boundaries |
| 69. University Limits | 70. University Constraints | 71. University Restrictions | 72. University Regulations |
| 73. University Rules | 74. University Policies | 75. University Procedures | 76. University Protocols |
| 77. University Standards | 78. University Guidelines | 79. University Directives | 80. University Instructions |
| 81. University Orders | 82. University Commands | 83. University Decisions | 84. University Actions |
| 85. University Initiatives | 86. University Programs | 87. University Projects | 88. University Enterprises |
| 89. University Ventures | 90. University Endeavors | 91. University Pursuits | 92. University Activities |
| 93. University Operations | 94. University Functions | 95. University Services | 96. University Support |
| 97. University Assistance | 98. University Help | 99. University Aid | 100. University Relief |
| 101. University Comfort | 102. University Ease | 103. University Convenience | 104. University Efficiency |
| 105. University Effectiveness | 106. University Productivity | 107. University Performance | 108. University Quality |
| 109. University Excellence | 110. University Superiority | 111. University Distinction | 112. University Preeminence |
| 113. University Prominence | 114. University Notability | 115. University Fame | 116. University Reputation |
| 117. University Respectability | 118. University Creditability | 119. University Reliability | 120. University Trustworthiness |
| 121. University Integrity | 122. University Honesty | 123. University Fairness | 124. University Equity |
| 125. University Justice | 126. University Virtue | 127. University Prudence | 128. University Temperance |
| 129. University Moderation | 130. University Restraint | 131. University Self-Control | 132. University Discipline |
| 133. University Order | 134. University Harmony | 135. University Balance | 136. University Proportion |
| 137. University Measure | 138. University Boundaries | 139. University Limits | 140. University Constraints |
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| 145. University Procedures | 146. University Protocols | 147. University Standards | 148. University Guidelines |
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| 153. University Decisions | 154. University Actions | 155. University Initiatives | 156. University Programs |
| 157. University Projects | 158. University Enterprises | 159. University Ventures | 160. University Endeavors |
| 161. University Pursuits | 162. University Activities | 163. University Operations | 164. University Functions |
| 165. University Services | 166. University Support | 167. University Assistance | 168. University Help |
| 169. University Aid | 170. University Relief | 171. University Comfort | 172. University Ease |
| 173. University Convenience | 174. University Efficiency | 175. University Effectiveness | 176. University Productivity |
| 177. University Performance | 178. University Quality | 179. University Excellence | 180. University Superiority |
| 181. University Distinction | 182. University Preeminence | 183. University Prominence | 184. University Notability |
| 185. University Fame | 186. University Reputation | 187. University Respectability | 188. University Creditability |
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| 193. University Fairness | 194. University Equity | 195. University Justice | 196. University Virtue |
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| 213. University Rules | 214. University Policies | 215. University Procedures | 216. University Protocols |
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| 225. University Initiatives | 226. University Programs | 227. University Projects | 228. University Enterprises |
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| 233. University Operations | 234. University Functions | 235. University Services | 236. University Support |
| 237. University Assistance | 238. University Help | 239. University Aid | 240. University Relief |
| 241. University Comfort | 242. University Ease | 243. University Convenience | 244. University Efficiency |
| 245. University Effectiveness | 246. University Productivity | 247. University Performance | 248. University Quality |
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| 253. University Prominence | 254. University Notability | 255. University Fame | 256. University Reputation |
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| 265. University Justice | 266. University Virtue | 267. University Prudence | 268. University Temperance |
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| 317. University Performance | 318. University Quality | 319. University Excellence | 320. University Superiority |
| 321. University Distinction | 322. University Preeminence | 323. University Prominence | 324. University Notability |
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| 593. University Convenience | 594. University Efficiency | 595. University Effectiveness | 596. University Productivity |
| 597. University Performance | 598. University Quality | 599. University Excellence | 600. University Superiority |
| 601. University Distinction | 602. University Preeminence | 603. University Prominence | 604. University Notability |
| 605. University Fame | 606. University Reputation | 607. University Respectability | 608. University Creditability |
| 609. University Reliability | 610. University Trustworthiness | 611. University Integrity | 612. University Honesty |
| 613. University Fairness | 614. University Equity | 615. University Justice | 616. University Virtue |
| 617. University Prudence | 618. University Temperance | 619. University Moderation | 620. University Restraint |
| 621. University Self-Control | 622. University Discipline | 623. University Order | 624. University Harmony |
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| 665. University Effectiveness | 666. University Productivity | 667. University Performance | 668. University Quality |
| 669. University Excellence | 670. University Superiority | 671. University Distinction | 672. University Preeminence |
| 673. University Prominence | 674. University Notability | 675. University Fame | 676. University Reputation |
| 677. University Respectability | 678. University Creditability | 679. University Reliability | 680. University Trustworthiness |
| 681. University Integrity | 682. University Honesty | 683. University Fairness | 684. University Equity |
| 685. University Justice | 686. University Virtue | 687. University Prudence | 688. University Temperance |
| 689. University Moderation | 690. University Restraint | 691. University Self-Control | 692. University Discipline |
| 693. University Order | 694. University Harmony | 695. University Balance | 696. University Proportion |
| 697. University Measure | 698. University Boundaries | 699. University Limits | 700. University Constraints |
| 701. University Restrictions | 702. University Regulations | 703. University Rules | 704. University Policies |
| 705. University Procedures | 706. University Protocols | 707. University Standards | 708. University Guidelines |
| 709. University Directives | 710. University Instructions | 711. University Orders | 712. University Commands |
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| 721. University Pursuits | 722. University Activities | 723. University Operations | 724. University Functions |
| 725. University Services | 726. University Support | 727. University Assistance | 728. University Help |
| 729. University Aid | 730. University Relief | 731. University Comfort | 732. University Ease |
| 733. University Convenience | 734. University Efficiency | 735. University Effectiveness | 736. University Productivity |
| 737. University Performance | 738. University Quality | 739. University Excellence | 740. University Superiority |
| 741. University Distinction | 742. University Preeminence | 743. University Prominence | 744. University Notability |
| 745. University Fame | 746. University Reputation | 747. University Respectability | 748. University Creditability |
| 749. University Reliability | 750. University Trustworthiness | 751. University Integrity | 752. University Honesty |
| 753. University Fairness | 754. University Equity | 755. University Justice | 756. University Virtue |
| 757. University Prudence | 758. University Temperance | 759. University Moderation | 760. University Restraint |
| 761. University Self-Control | 762. University Discipline | 763. University Order | 764. University Harmony |
| 765. University Balance | 766. University Proportion | 767. University Measure | 768. University Boundaries |
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| 773. University Rules | 774. University Policies | 775. University Procedures | 776. University Protocols |
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| 793. University Operations | 794. University Functions | 795. University Services | 796. University Support |
| 797. University Assistance | 798. University Help | 799. University Aid | 800. University Relief |
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| 805. University Effectiveness | 806. University Productivity | 807. University Performance | 808. University Quality |
| 809. University Excellence | 810. University Superiority | 811. University Distinction | 812. University Preeminence |
| 813. University Prominence | 814. University Notability | 815. University Fame | 816. University Reputation |
| 817. University Respectability | 818. University Creditability | 819. University Reliability | 820. University Trustworthiness |
| 821. University Integrity | 822. University Honesty | 823. University Fairness | 824. University Equity |
| 825. University Justice | 826. University Virtue | 827. University Prudence | 828. University Temperance |
| 829. University Moderation | 830. University Restraint | 831. University Self-Control | 832. University Discipline |
| 833. University Order | 834. University Harmony | 835. University Balance | 836. University Proportion |
| 837. University Measure | 838. University Boundaries | 839. University Limits | 840. University Constraints |
| 841. University Restrictions | 842. University Regulations | 843. University Rules | 844. University Policies |
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| 849. University Directives | 850. University Instructions | 851. University Orders | 852. University Commands |
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| 865. University Services | 866. University Support | 867. University Assistance | 868. University Help |
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| 873. University Convenience | 874. University Efficiency | 875. University Effectiveness | 876. University Productivity |
| 877. University Performance | 878. University Quality | 879. University Excellence | 880. University Superiority |
| 881. University Distinction | 882. University Preeminence | 883. University Prominence | 884. University Notability |
| 885. University Fame | 886. University Reputation | 887. University Respectability | 888. University Creditability |
| 889. University Reliability | 890. University Trustworthiness | 891. University Integrity | 892. University Honesty |
| 893. University Fairness | 894. University Equity | 895. University Justice | 896. University Virtue |
| 897. University Prudence | 898. University Temperance | 899. University Moderation | 900. University Restraint |
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| 913. University Rules | 914. University Policies | 915. University Procedures | 916. University Protocols |
| 917. University Standards | 918. University Guidelines | 919. University Directives | 920. University Instructions |
| 921. University Orders | 922. University Commands | | |

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) | | | |