

ASPIRE Room Information Screen

Section 5 – FUNC Code & Functional Percent

Function Codes (FUNC Codes) is a classification system developed by National Association of College and University Business Officers (NACUBO) and by the US Office of Management (OMB). This classification system is used by universities financial accounting purposes. ALL departments are required to assign FUNC Codes.

Function codes are directly associated with program codes. Program codes are assigned by finance (Accounting Services & Research Accounting) to all departmental indexes. To best determine the FUNC code for the room, identify the program code(s) from the index(es) assigned to the room. If indexes have differing program codes, look at the percent of payroll distribution and use whichever is greater.

PAYROLL DISTRIBUTION - OCCUPANTS						
From Jan-03-2011 Days back 30 30 more days 30 less days 365 more days 365 less days						
INDEX	Prog	Description	PCT	Payroll-Position	Occupant	
A11633	273	Research & Sponsored Programs	90.00	Jan-2011-02-P20009	Lisa A Jukkala	
621739	1434	USENE-ESCFFC-Yr 3-Midwest	10.00	Jan-2011-02-P20009	Lisa A Jukkala	

ACCOUNTING - ROOM USAGE						
Usage shown is Current Only Show Current and Past						
INDEX	Prog	From	Description	S&W Bal	Proj-End	Fin-Mgr
621739	1434	Feb-02-11	USENE-ESCFFC-Yr 3-Midwest	20,298	Nov-30-11	Burton
A11633	273	Feb-02-11	Research & Sponsored Programs			

Once the program code is determined, go to the Program Code resource page by selecting the “program code” link in the accounting –room usage section.

PAYROLL DISTRIBUTION - OCCUPANTS						
From Jan-03-2011 Days back 30 30 more days 30 less days 365 more days 365 less days						
INDEX	Prog	Description	PCT	Payroll-Position	Occupant	

ACCOUNTING - ROOM USAGE						
Usage shown is Current Only Show Current and Past						
INDEX	Prog	From	Description	S&W Bal	Proj-End	Fin-Mgr
A13067	1474	Aug-26-01	Social Sciences Departmental Rsch			
A11067	202	Jan-01-02	Social Sciences			

The resource page will open in a new window. Using the program code, identify the functional category of the room.

Program Codes	Functional Category	Exception
202-206	Instruction (INST)	Indexes that are color coded
221-224	Other Sponsored Activity (OSA)	If program code is 224 AND Performing Arts, functional c

Next, determine the correct FUNC code to use, by either selecting “function codes” in left hand column in the open resource page or by selecting the FUNC Info link to the left of the pull down in the room information screen.

Resource Page

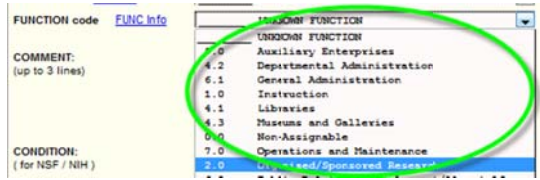
RESOURCES		
Acronyms	231	Library (LIB)
CIP Codes	232	Other Institutional Activity (OIA)
Contact Us	233	Departmental Administration (DA)
FAC		
Function Codes	236	Department Administration (DA)
Functional Percent	238	Department Administration (DA)

Room Information Screen

CIP code	CIP Info	UNBOOKED CIP
USE code	USE Info	UNBOOKED USE
FUNCTION code	FUNC Info	UNBOOKED FUNCTION

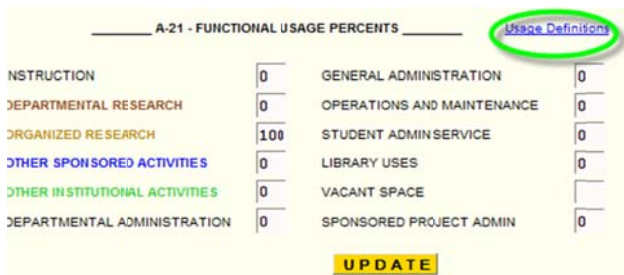
Note the functional category that was identified. Tips have been provided to quickly identify what FUNC Code should be assigned.

To assign the chosen FUNC code, go to the room information screen, select the FUNC pull down menu. Scroll down the list to find the desired code and select it by clicking on it once. Hit the gold UPDATE button to save the change.



Functional Percent is an essential component for a variety of reporting, but specifically vital for required Federal reporting. ALL rooms must be assigned an accurate percentage based on the FUNC Code assigned and occupant salary & wages. This data should be reviewed when new indexes are assigned and particularly if new occupants are assigned or the room use changes.

Keeping in mind the functional category that was used to determine the FUNC Code, select "usage definitions" from the functional percent box.



A new window will open with the ASPIRE resource page for functional percent information. Tips have been provided to quickly identify whether the correct category has been chosen, and starting guidelines for determining the correct percentage to assign.



Next, return to the room information screen. If the room has an occupant, scroll to the bottom of the screen. Select 365 more days in the payroll distribution area. Use this as a guide for identifying the needed percentage splits if the occupant is paid from multiple indexes.



To assign percentage, fill in the percentage(s) in the appropriate areas, and hit the UPDATE button.

