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.

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.

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

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.

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.