

**COLORADO STATE UNIVERSITY-PUEBLO**  
**Financial Procedure Instructions**  
**FPI 1-14**

1. **Procedure Title:** Higher Education Function Code
2. **Procedure Purpose and Effect:** The purpose of this procedure is to explain responsibility, designation, and importance of a University's account classification using the Higher Education Function Code in the Account set up, which feeds to our financial statements.
3. **Application of Procedure:** This procedure applies to those departments and areas that create and/or maintain accounts.
4. **Exemptions:** None.
5. **Definitions:**

University expenditures are recorded by functions established by the National Association of College and University Business Officers (NACUBO) for higher education operating activity. These NACUBO functions are very important, as they are used in the preparation of various required financial, regulatory, and activity-related reports and computations. Thus, to enable us to complete these various reporting requirements, it is essential that each Program code be assigned an appropriate NACUBO function code (see chart in Appendix A for all Higher Education Function Codes allowed in Quali).

**A. Academic Support (AS)**

The academic support category includes activities that provide support services for the University's primary missions: instruction, research, public service, and economic development. It includes departmental administration, libraries, museums, educational media services, academic computing support, academic administration, academic personnel development, and course and curriculum development.

**B. Auxiliary Enterprises (AE)**

Auxiliary enterprises are operations that provide goods or services to students, faculty, or staff and that charge a fee for those services, including food service, residence halls, bookstores, student unions, and intercollegiate athletics.

**C. Institutional Support (IS)**

The institutional support category includes central, executive-level activities concerned with the management and long-range planning for the entire University, as opposed to support of specific programs or units. This includes University or campus-wide executive management (governing board, planning, programming, legal functions), fiscal services (investment, financing, business, and audit functions), general administrative and logistical services (human resources, space management, procurement, parking, communications, stores, printing/photographic and safety functions), administrative computing services, and constituency relations (community, alumni, governmental, fund raising relations).

**D. Instruction (IN)**

The instruction category includes activities that are part of the University's instruction program to communicate educational content for credit and non-credit courses, including general academic, vocational/technical, special session, community education and preparatory/remedial activity.

This category excludes academic program administration (e.g. academic deans), except where instructional activities constitute an important role of the administrator.

**E. Operation and Maintenance of Plant (OP)**

The operation and maintenance of plant category includes expenditures of current operating funds for the operation and maintenance of the physical plant. It includes plant administration, building and grounds maintenance, preservation and protection of the University's physical plant, custodial services, and utilities, exclusive of auxiliary enterprises, hospitals, and independent operations.

**F. Public Service (PS)**

The public service category includes activities established primarily to provide non-instructional services, which are beneficial to individuals and groups external to the University. It includes such services as cooperative extension service, community service, and public broadcasting services.

**G. Research (RS)**

The research category includes activities specifically organized to produce research outcomes whether commissioned by an agency external to the University or separately budgeted by an organizational unit within the University. This category would include expenses for scientific, technical, and humanistic investigation. It includes institutes and research centers as well as individual and/or project research.

**H. Scholarships and Fellowships (SF)**

The scholarships and fellowships category includes outright grants to students selected by the University or from an entitlement program and financed from current funds, restricted or unrestricted, including trainee stipends (if enrolled in formal course work), prizes, and awards. Recipients of grants are not required to perform service to the University or expected to repay the award amount.

**I. Student Services (SS)**

The student services category includes activities for offices of admissions and the registrar and activities with the primary purpose of contributing to the student's emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instructional program. It includes student services administration, social and cultural development (intramural athletics, student newspapers, and student organizations), counseling and career guidance, financial aid administration, student health services, and student admissions and records.

**6. Procedure Statement:**

All accounts are contained within KFS and must be associated with and have a designated Higher Education Function Code. The Higher Education Function Code is a 4-character field in the Central Administration tab in the account document that classifies the type of activity for this account. Cost Accounting monitors this to ensure proper coding, however Cost Accounting relies on the department to put the proper information in to verify the proper higher education function code is used

**A. Guidelines and Purpose**

1. The higher education function code varies depending on some of the below reasons:
  - a) Sub-fund
  - b) Purpose of the account (i.e. research, athletics)
  - c) Type of activity recorded in the account

2. To ensure proper higher education function code classification the following items must be defined when establishing an account:
  - a) Account Expense Guideline
  - b) Account Income Guideline
  - c) Account Purpose – clearly stating how the account will be used
  - d) Sub-fund

**B. Higher Education Function Code**

A department may have any number of different higher education function codes depending on the type of activity they offer. Appendix A lists all the higher education function codes that can be used on accounts.

7. **Reference and Cross-References:** FPI 1-1 and FPI 1-3.

8. **Forms and Tools:**

For assistance with the higher education function code, contact Cost Accounting within Business and Financial Services.

## APPENDIX A

<b>Higher Ed Function Code</b>	<b>Higher Ed Function Code Name</b>	<b>NACUBO Code</b>	<b>Federal Function Code</b>
AEAF	Auxiliary Enterprises/Auxiliaries	AE	AF
AEAG	Auxiliary Enterprises/Athletics	AE	AG
AEAI	Auxiliary Enterprises/Gift Fund	AE	AI
AEBS	Auxiliary Enterprises/Student Admin	AE	BS
AEC3	Auxiliary Enterprises/Unallowable All Other	AE	C3
AEC4	Auxiliary Enterprises/Exclude Unique	AE	C4
AEZZ	Auxiliary Enterprises/Other	AE	ZZ
ASAA	Academic Support/Instruction	AS	AA
ASAB	Academic Support/Sponsored Instruction	AS	AB
ASAC	Academic Support/Sponsored Research	AS	AC
ASAD	Academic Support/Other Sponsored Activity	AS	AD
ASAI	Academic Support/Gift Fund	AS	AI
ASAM	Academic Support/General Operations	AS	AM
ASAZ	Academic Support/Fringe Benefit Charges	AS	AZ
ASBS	Academic Support/Student Administration	AS	BS
ASBV	Academic Support/GA Purch/Cen Rec/Teleco	AS	BV
ASBW	Academic Support/GA All Other	AS	BW
ASBX	Academic Support/Dept Admin All Other	AS	BX
ASBZ	Academic Support/Library	AS	BZ
ASC2	Academic Support/Unallowable 53 All Other	AS	C2
ASC3	Academic Support/Unallowable All Other	AS	C3
ASD5	Academic Support/Recharge Centers	AS	D5
ASZZ	Academic Support/Other	AS	ZZ
INAA	Instruction/Instruction	IN	AA
INAB	Instruction/Sponsored Instruction	IN	AB
INAC	Instruction/Sponsored Research	IN	AC
INAD	Instruction/Other Sponsored Activity	IN	AD
INAG	Instruction/Athletics	IN	AG
INAI	Instruction/Gift Fund	IN	AI
INAM	Instruction/General Operations	IN	AM
INAP	Instruction/OnlinePlus Support	IN	AP
INAQ	Instruction/OnlinePlus	IN	AQ
INAZ	Instruction/Fringe Benefit Charges	IN	AZ
INBS	Instruction/Student Administration	IN	BS
INBU	Instruction/Other	IN	BU

<b>Higher Ed Function Code</b>	<b>Higher Ed Function Code Name</b>	<b>NACUBO Code</b>	<b>Federal Function Code</b>
INBV	Instruction/GA Purch/Cen Rec/Teleco	IN	BV
INBW	Instruction/GA All Other	IN	BW
INBX	Instruction/Departmental Admin All Other	IN	BX
INBY	Instruction/Sponsored Admin	IN	BY
INBZ	Instruction/Library	IN	BZ
INC2	Instruction/Unallowable 53 All Other	IN	C2
INC3	Instruction/Unallowable All Other	IN	C3
IND5	Instruction/Recharge Centers	IN	D5
INZZ	Instruction/Other	IN	ZZ
ISAA	Institutional Support/Instruction	IS	AA
ISAI	Institutional Support/Gift Fund	IS	AI
ISAM	Institutional Support/General Operations	IS	AM
ISAP	Institutional Support/OnlinePlus Support	IS	AP
ISAQ	Institutional Support/OnlinePlus	IS	AQ
ISAZ	Institutional Support/Fringe Benefit Chg	IS	AZ
ISBS	Institutional Support/Student Admin	IS	BS
ISBU	Institutional Support/Other	IS	BU
ISBV	Institutional Support/GA Purch/CR/Teleco	IS	BV
ISBW	Institutional Support/GA All Other	IS	BW
ISBX	Institutional Support/Dept Admin All Other	IS	BX
ISBY	Institutional Support/Sponsored Admin	IS	BY
ISC3	Institutional Support/Unallowable All Other	IS	C3
ISD1	Institutional Support/Agency Funds	IS	D1
ISD2	Institutional Support/Work in Process	IS	D2
ISD4	Institutional Support/Pooled Accounts	IS	D4
ISD5	Institutional Support/Recharge Centers	IS	D5
ISZZ	Institutional Support/Other	IS	ZZ
OPAG	Oper Maint Plant/Athletics	OP	AG
OPAI	Oper Maint Plant/Gift Fund	OP	AI
OPAM	Oper Maint Plant/General Operations	OP	AM
OPAZ	Oper Maint Plant/Fringe Benefit Charges	OP	AZ
OPBR	Oper Maint Plant/Oper Plant Liability	OP	BR
OPBT	Oper Maint Plant/Police	OP	BT

<b>Higher Ed Function Code</b>	<b>Higher Ed Function Code Name</b>	<b>NACUBO Code</b>	<b>Federal Function Code</b>
OPBU	Oper Maint Plant/Other	OP	BU
OPBW	Oper Maint Plant/GA All Other	OP	BW
OPC3	Oper Maint Plant/Unallowable All Other	OP	C3
OPD5	Oper Maint Plant/Recharge Centers	OP	D5
OPZZ	Oper Maint Plant/Other	OP	ZZ
PSAA	Public Service/Instruction	PS	AA
PSAB	Public Service/Sponsored Instruction	PS	AB
PSAC	Public Service/Sponsored Research	PS	AC
PSAD	Public Service/Other Sponsored Activity	PS	AD
PSAF	Public Service/Auxiliaries	PS	AF
PSAH	Public Service/Student Organizations	PS	AH
PSAI	Public Service/Gift Fund	PS	AI
PSAK	Public Service/CSU Extension	PS	AK
PSAL	Public Service/CSU Extension Sponsored	PS	AL
PSAM	Public Service/General Operations	PS	AM
PSAX	Public Service/Enterprise	PS	AX
PSAZ	Public Service/Fringe Benefit Charges	PS	AZ
PSBT	Public Service/Police	PS	BT
PSBW	Public Service/GA All Other	PS	BW
PSBX	Public Service/Department Admin All Other	PS	BX
PSC2	Public Service/Unallowable 53 All Other	PS	C2
PSC3	Public Service/Unallowable All Other	PS	C3
PSC4	Public Service/Exclude Unique	PS	C4
PSD5	Public Service/Recharge Centers	PS	D5
PSZZ	Public Service/Other	PS	ZZ
RSAA	Research/Instruction	RS	AA
RSAC	Research/Sponsored Research	RS	AC
RSAD	Research/Other Sponsored Activity	RS	AD
RSAI	Research/Gift Fund	RS	AI
RSAM	Research/General Operations	RS	AM
RSAZ	Research/Fringe Benefit Charges	RS	AZ
RSBW	Research/GA All Other	RS	BW
RSBX	Research/Departmental Admin All Other	RS	BX
RSBY	Research/Sponsored Administration	RS	BY

<b>Higher Ed Function Code</b>	<b>Higher Ed Function Code Name</b>	<b>NACUBO Code</b>	<b>Federal Function Code</b>
RSC1	Research/Unallowable 53 Scholar Fellow	RS	C1
RSC2	Research/Unallowable 53 All Other	RS	C2
RSC3	Research/Unallowable All Other	RS	C3
RSC4	Research/Exclude Unique	RS	C4
RSD5	Research/Recharge Centers	RS	D5
RSZZ	Research/Other	RS	ZZ
SFAC	Scholar Fellow/Sponsored Research	SF	AC
SFAI	Scholar Fellow/Gift Fund	SF	AI
SFAZ	Scholar Fellow/Fringe Benefit Charges	SF	AZ
SFBS	Scholar Fellow/Student Administration	SF	BS
SFC1	Scholar Fellow/Unallowable 53 Sch Fellow	SF	C1
SFC3	Scholar Fellow/Unallowable All Other	SF	C3
SFZZ	Scholar Fellow/Other	SF	ZZ
SSAA	Student Services/Instruction	SS	AA
SSAB	Student Services/Sponsored Instruction	SS	AB
SSAC	Student Services/Sponsored Research	SS	AC
SSAD	Student Services/Other Sponsored Activity	SS	AD
SSAG	Student Services/Athletics	SS	AG
SSAH	Student Services/Student Organizations	SS	AH
SSAI	Student Services/Gift Fund	SS	AI
SSAM	Student Services/General Operations	SS	AM
SSAZ	Student Services/Fringe Benefit Charges	SS	AZ
SSBS	Student Services/Student Administration	SS	BS
SSBV	Student Services/GA Purch/Cen Rec/Teleco	SS	BV
SSBW	Student Services/GA All Other	SS	BW
SSC3	Student Services/Unallowable All Other	SS	C3
SSZZ	Student Services/Other	SS	ZZ
ZZAC	Other/Sponsored Research	ZZ	AC
ZZC3	Compensated Absences/Unallowable	ZZ	C3
ZZD1	Other/Agency Funds	ZZ	D1
ZZD3	Other/Plant Funds	ZZ	D3
ZZD4	Other/Pooled Accounts	ZZ	D4
ZZZZ	Other/Other	ZZ	ZZ