



# PROGRAM CODES

## GUIDANCE FOR INFORMED USAGE

General Accounting & Financial Reporting

# LEARNING OBJECTIVES

- Know the purpose of program codes
- Understand the functional classification of expenses
- Use the program code guide to inform program code use decisions

# WHAT ARE PROGRAM CODES USED FOR?

- For reporting functional classification of expenses, which are used in:
  - Financial Statement disclosures
  - University Rankings (US News)
  - Reporting to Board of Governors
  - Facilities and Administrative Rate Proposal

# FUNCTIONAL VS. NATURAL CLASSIFICATION

<b>Operating Expenses (in millions)</b>		
<b>Natural Classification</b>	<b>2016-17</b>	<b>2015-16</b>
Employee Compensation and Benefits	\$ 2,022.3	\$ 1,882.7
Services and Supplies	552.2	546.0
Depreciation	137.5	132.5
Scholarships, Fellowships and Waivers *	106.9	100.2
Utilities and Communications	71.9	70.6
<b>Total Operating Expenses</b>	<b>\$ 2,890.8</b>	<b>\$ 2,732.0</b>
<b>Functional Classification</b>	<b>2016-17</b>	<b>2015-16</b>
Instruction	\$ 715.5	\$ 674.9
Public Service	647.9	583.5
Research	635.2	619.9
Academic Support	204.6	187.6
Institutional Support	152.9	161.8
Depreciation	137.5	132.5
Auxiliary Enterprises	126.6	112.0
Operation and Maintenance of Plant	121.6	120.6
Scholarships, Fellowships and Waivers *	106.9	100.2
Student Services	42.1	39.0
<b>Total Operating Expenses</b>	<b>\$ 2,890.8</b>	<b>\$ 2,732.0</b>

\* Net of Scholarship Allowances of \$155.8 million in the 2016-17 fiscal year and \$147.1 million in the 2015-16 fiscal year.

# FUNCTIONAL VS. NATURAL CLASSIFICATION

- Natural Classification – Assigned based on GL account and fund
  - What was purchased with this expense?
- Functional Classification – Assigned based on program code
  - What activity did this expense support?

# PROGRAM CODE GUIDE

- Explanation around program codes and purpose
- Definition of functional classification of expenses
- Description of functional categories
- Suggestions for frequently used program codes
- Mapping of program codes into functional categories

# FUNCTIONAL CLASSIFICATIONS

- Operation and Maintenance of Plant
- Instruction
- Research
- Public Service
- Academic Support
- Student Services
- Auxiliary Enterprises
- Institutional Support
- Scholarships, Fellowships, and Waivers, Net

# EXAMPLE

Unit UFLOR  
Template List

Journal ID HRP3026316  
Search Criteria

Date 06/14/2018

Errors Only  
View Audit Logs

\*Process

Line

▼ Lines												Personalize   Find   <input type="button" value="🔍"/>   <input type="button" value="📄"/>	
Select	Line	Unit	Account	Source	Fund	Dept	Program▲	Bud Ref	PC Bus Unit	Project	Amount	CRIS	
<input type="checkbox"/>	189	UFLOR	<input type="button" value="🔍"/> 611110	F014370	171	28010000	1100	CRRNT			4,160.29		
<input type="checkbox"/>	187	UFLOR	<input type="button" value="🔍"/> 611110		107	28010000	1100	CRRNT			6,185.48		
<input type="checkbox"/>	193	UFLOR	<input type="button" value="🔍"/> 611110		102	28010000	1100	CRRNT			2,290.72		
<input type="checkbox"/>	186	UFLOR	<input type="button" value="🔍"/> 611110		102	28010000	1100	CRRNT			17,218.70		
<input type="checkbox"/>	188	UFLOR	<input type="button" value="🔍"/> 611110		108	28010000	1100	CRRNT			11,345.51		
<input type="checkbox"/>	185	UFLOR	<input type="button" value="🔍"/> 611110		103	28010000	2100	CRRNT			13,498.80		
<input type="checkbox"/>	180	UFLOR	<input type="button" value="🔍"/> 611110		186	28010000	3100	CRRNT			788.32		
<input type="checkbox"/>	181	UFLOR	<input type="button" value="🔍"/> 611110		186	28010000	3100	CRRNT			394.16		
<input type="checkbox"/>	184	UFLOR	<input type="button" value="🔍"/> 611110		143	28010000	7800	CRRNT			5,098.66		

▼ Totals						Personalize   Find   View All   <input type="button" value="🔍"/>   <input type="button" value="📄"/>	
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	First	Last
UFLOR	304	193,283.38	193,283.38	P	V	1 of 1	



# EXAMPLE (CONT'D)

## Operating Expenses (in millions)

Natural Classification	2016-17	2015-16
Employee Compensation and Benefits	\$ 2,022.3	\$ 1,882.7
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611110
611110
611110
611110

1100
1100
2100
3100
3100

\* Net of Scholarship Allowances of \$155.8 million in the 2016-17 fiscal year and \$147.1 million in the 2015-16 fiscal year.

# OTHER EXAMPLES

- Charges for power/water/gas from Facilities Services are coded to the 0200 - Utilities program code.
- Faculty salaries for teaching activities are coded to the 1100 - General Academic Instruction program code.
- Expenses from individual project research like grants from the National Institute of Health are coded to 2200 – Individual or Project Research.
- Expenses for core administrative and accounting support of the entire University are coded to 6100 – General Administration

# PROGRAM CODES MINIMIZATION

- General Accounting is making an effort to simplify Program Codes for campus. We are reviewing program codes with little activity or seem redundant for inactivation as well as reviewing definitions for relevancy and clarity for the campus community. Minimalizing the long list of program codes will hopefully decrease the amount of confusion among them.
- Our goal is to maintain the integrity of the ten functional classifications.

# PROGRAM CODE IN MYUFL

- Required value only for revenues and expenses
- Restrictions by fund: [Program Codes Used by Fund](#)



QUESTIONS?  
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