THE UT FACILITIES SPACE SURVEY

APPENDIX G: SPACE INSTRUCTIONS FOR RECHARGE CENTERS (UTK & UTSI)

These additional instructions are being provided to recharge centers in an effort to more accurately and consistently report recharge center space.

Space to Base Match – The classification of space in a room must be aligned with the funds supporting the activity(s) in the room. Space occupied by recharge centers should be identified and designated as such. Specifically, space which is occupied by recharge center equipment must be assigned as recharge center space, rather than departmental space.

AREA TYPE
Please code space occupied by recharge center capital equipment with an area type of 5905. Other center space that does **not** contain recharge equipment should be functionalized according to use (i.e., code staff office as 3110).

OCCUPANT FUND
Please code the Occupant Fund (Fund Using) field as the recharge center E cost center ONLY.

FUNCTIONAL USAGE CODES
As mentioned above, the functional area should reflect a % allocation according to the revenue generated from client billings, e.g. 45% Organized Research (1020.2), 55% Departmental Research (1020.9). **Only funds with project types of 07-09, 11-19, 22, 24, 30 and A1 should be reflected in 1020.2 allocation; all other funds (including billings to external users) should be included in 1020.9 allocation.** *For your information, below are instructions on determining project types for restricted WBSe funds.* **Please note that recharge centers will use only 2 functional codes – either 1020.2 or 1020.9.**

If you have any questions regarding the information above or space in general, email knoxspacesurvey@utk.edu. A team member in the Office of Budget and Finance (Knox Campus) will contact you.

How to Identify WBSe Project Types

Step 1: On the SAP Easy Access Screen, enter transaction code ZPS_WBS_ATTRIBUTES.
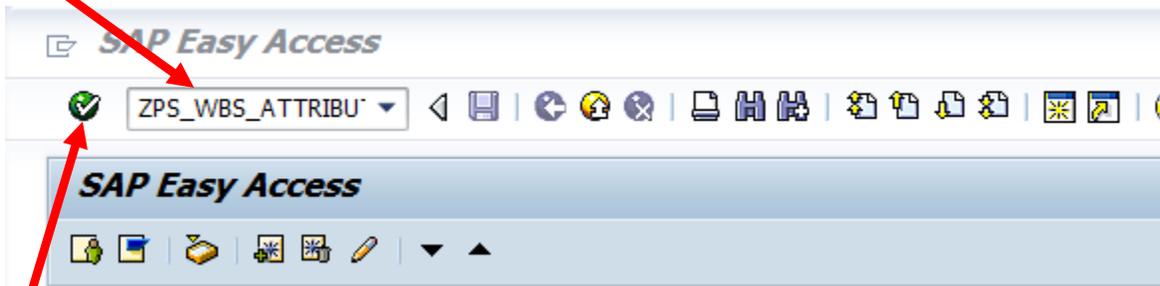
Step 2: Press the return key or select the green circle.

Step 3: Enter R account number in WBS Element field. For Knox Campus, the number begins with R01.*
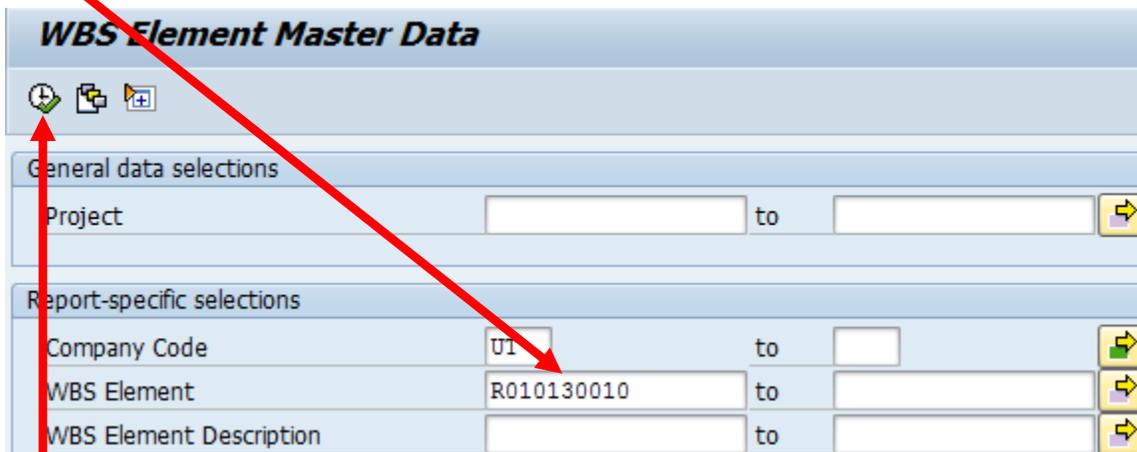
Step 4: Select the execute button and the following screen appears.

Look for the "Project Type" Field.

Project Types = 07-09, 11-19, 22, 24 30, and A1 should be reflected in 1020.2 functional area.

*Check all restricted accounts, whether Knox campus or other campuses/institutes.