

THE UT FACILITIES SPACE INVENTORY

APPENDIX G: SPACE INSTRUCTIONS FOR RECHARGE CENTERS

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

AREA TYPE

Space to Base Match – The classification of space in a room must be aligned with the accounts funding 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. To accomplish this, the Facilities Space Survey Instructions state the following <http://iris.tennessee.edu/wp-content/uploads/sites/13/2017/03/Facilities-Space-Survey-Instructions-2017-.pdf>:

Departmental Recharge Center – If a room is a departmental recharge center (area type 5905), put the name of the recharge center (such as electronic repair shop, chemical supply room, DNA sequencing, etc.) in the Note field (*Room Overview* screen).

Please code space occupied by recharge center equipment with an area type of 5905 (no need to enter the name of the recharge center in the Note field). 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.

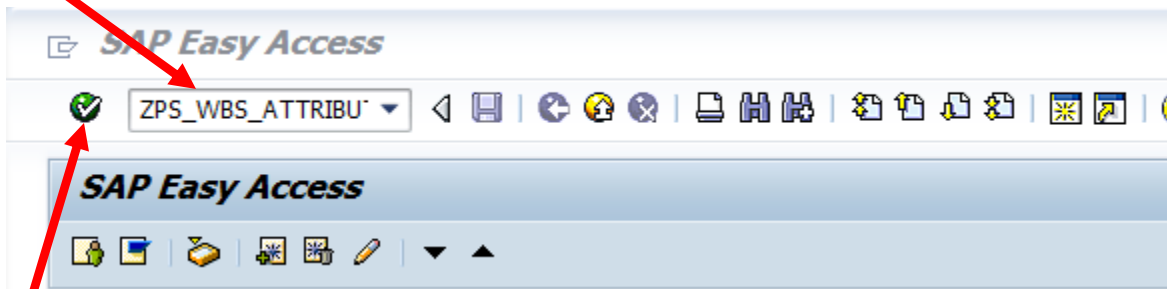
FUNCTIONAL USAGE CODES

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 sponsored funds with project types of 07-09, 11-15, 16-19, 22, 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 whether a restricted account is a sponsored project.* **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, feel free to contact Suzan Thompson – thompson@utk.edu or me at johnsonm@utk.edu. We will be happy to assist you.

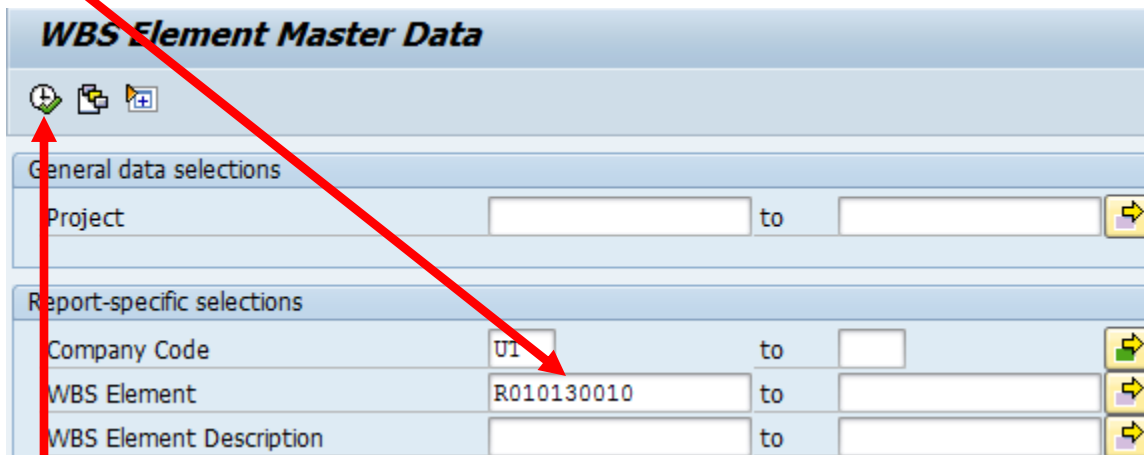
How to Identify Sponsored Projects

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.

The screenshot shows the 'WBS Element Master Data' screen with a table of project data. The 'Project Type' field is highlighted in yellow. The table has the following columns: WBS Element, WBS Element Description, Project Definition, WBS Element Status, Project Type, Funds Center, PI Name, PI Employee, Responsible Person, and RP Employee.

WBS Element	WBS Element Description	Project Definition	WBS Element Status	Project Type	Funds Center	PI Name	PI Employee	Responsible Person	RP Employee
R010130010	HOWARD H. BAKER, JR. CENTER FUND	R010130010	Released	10 Gift	U013310131			Murray, Matthe...	Active

Look for the "Project Type" Field.

Project Types = 07-09, 11-15, 16-19, 22, 30, and A1 are sponsored projects and should be reflected in 1020.2 functional area.

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