CHAPTER 1

Setting Up Administrative Functions

To set up or review administrative functions and their variable data, use the Administrative Function Table component (ADMIN_FUNCTION_TBL).

This chapter provides an overview of administrative functions and discusses how to:

- Review administrative functions.
- Determine variable data fields.

Understanding Administrative Functions

Administrative functions identify the variable data or key fields associated with specific functions in the higher education environment. Throughout your system, when you select a function, the associated fields or data for that function become available. With this feature, PeopleSoft helps you to ensure consistency between all records within a similar functional area across your institution. Administrative functions are also especially useful for extracting relevant data for generating letters and other communications within a specific functional area.

Warning! PeopleSoft delivers predefined administrative functions on the Administrative Functions Table. You should *not* modify the delivered administrative functions. You can add administrative functions; however extensive system configuration is required to do so.

This table lists the administrative functions (and their respective codes) and variable data fields that are delivered in your system.

Bundle 29

Documentation-only update — not related to code change:

For Research Tracking feature, added RREQ, RSCH, SUPR, THES, and TOPC to this table:

Code	Administrative Function	Variable Data Fields
ADMA	Admissions Application [Application Level]	• Academic Career • Student Career Number • Application Number
ADMP	Admissions Program [Program Level]	• Academic Career • Student Career Number • Application Number • Application Program Number

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Code	Administrative Function	Variable Data Fields
AVAK	Advancement Acknowledgements	• Designation Code • Gift Number • Initiative Code • Recognition Type • Session Number
AVIN	Advancement Initiatives	• Audience Code • Audience Type • Initiative Code
AVMB	Advancement Membership Benefits	• Member Payment Number • Standard Benefit
AVMS	Advancement Membership	• Membership Number • Membership Organization Code
AWRD	Awarding	• Academic Career • Aid Year • Item Type
BDGT	Budget Maintenance	• Academic Career • Aid year • Effective Date (FINA) • Term
EVNT	Event	• Event ID • Meeting Number (optional)
FINA	Financial Aid	Aid Year
FINT	Financial Aid Term	• Aid Year • Term
GEN	General	None
IHC	International Health Coverage	Coverage Number
ISIR	ISIR Corrections	• Aid Year • Effective Date (FINA) • Effective Sequence (FINA)

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Code	Administrative Function	Variable Data Fields
LOAN	Loan	• Aid Year • Loan Type Code • Application Sequence
NLBP	Internships NLD	Internal Contract
NLOW	Educational contracts NLD	Contract Number
PROP	Prospect Program	• Academic Career • Academic Program • Recruiting Center
PROS	Prospect	Academic Career
PSSV	Prospect Self Service	Academic Career
RECR	Recruiters	Academic Career
RREQ	Research Requirement	• Candidature Number • Assignment Type
RSCH	Research Administration	Candidature Number
RSTR	Restricted Aid	• Aid year • Restricted Aid ID
SENR	Student Enrollment	• Academic Career • Class Number • Academic Term
SFAC	Student Financials Account	• Business Unit • Account Number • Account Term
SFBI	Student Financials Billing	• Business Unit • Invoice ID
SFCO	Student Financials Collections	• Business Unit • Collection ID
SFGR	Student Financials Groups	• Business Unit • Group ID

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Code	Administrative Function	Variable Data Fields
SFIT	Student Financials Item Lines	• Business Unit • Item Number • Line Sequence Number
SFPA	Student Financials Payments	• Business Unit • Payment ID Number
SFPR	Student Financials Promise	Checklist Date Time
SFRC	Student Financials Receipt	• Business Unit • Cashier's Office • Receipt Number
SFRF	Student Financials Refund	• Business Unit • Refund Number
SFTP	Student Financials Contracts	• Business Unit • Contract Number
SPRG	Student Program	• Academic Career • Career Number
STRM	Student Term	• Academic Career • Academic Term
SUPR	Research Supervisors	• Candidature Number • Supervisor Sequence
THES	Thesis Administration	• Candidature Number • Thesis Submission Nbr
TOPC	Research Topic	• Candidature Number • Topic Sequence

Reviewing Administrative Functions

This section discusses how to review administrative function codes.

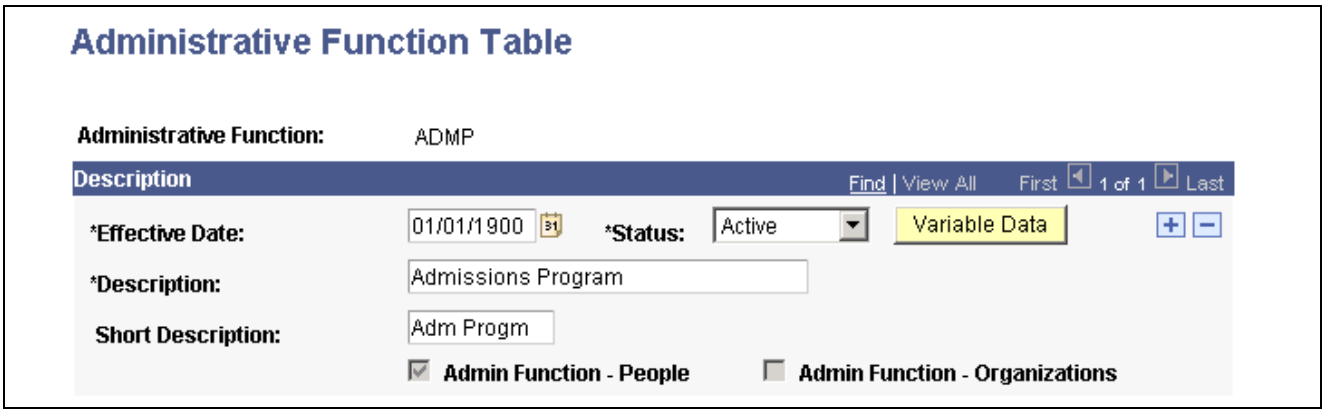
Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Page Used to Review Administrative Functions

Page Name	Definition Name	Navigation	Usage
Administrative Function Table	ADM_FUNCTION_TABLE	Set Up SACR, Common Definitions, Administrative Function Table	Review administrative functions.

Reviewing Administrative Function Codes

Access the Administrative Function Table page (Set Up SACR, Common Definitions, Administrative Function Table).



Administrative Function Table page

Variable Data Click this button to access the Administrative Function Field Usage page, on which you can view a list of all the variable data fields associated with this function.

Admin Function - People or **Admin Function - Organizations** The system selects these check boxes to indicate whether the function relates to individuals or to organizations in your database.

Determining Variable Data Fields

This section discusses how to determine the data fields associated with a function.

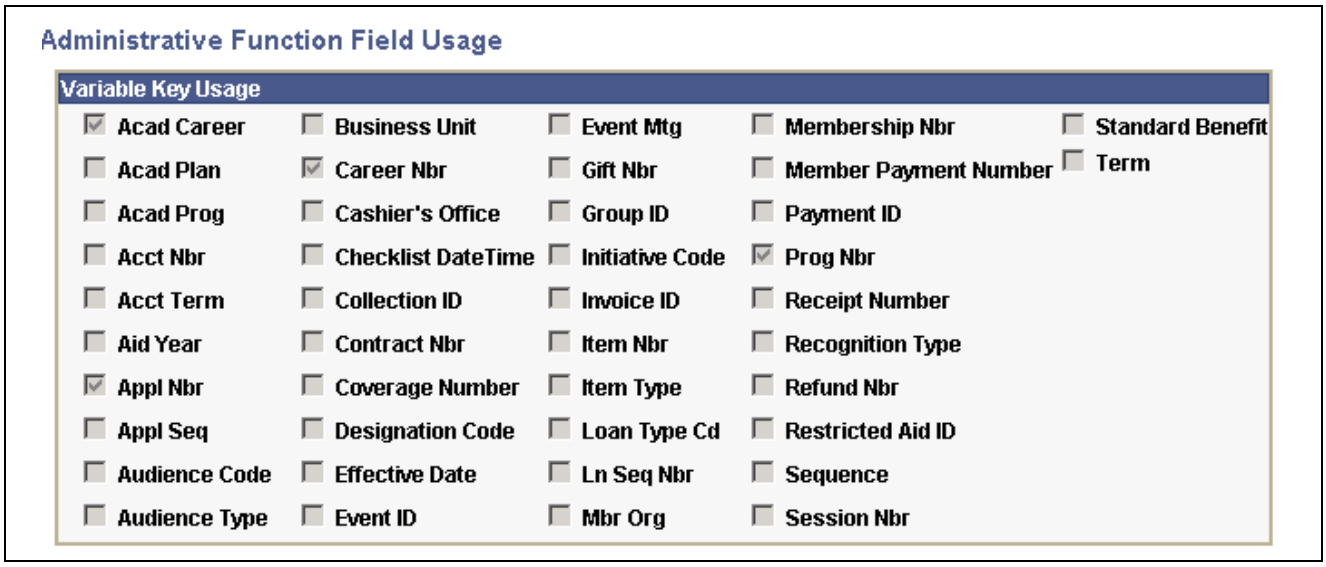
Page Used to Determine Variable Data Fields

Page Name	Definition Name	Navigation	Usage
Administrative Function Field Usage	ADM_FUNCTION_SP	Click the Variable Data button on the Administrative Functions Table page.	View fields associated with an administrative function.

Viewing Variable Data Fields Associated with a Function

Access the Administrative Function Field Usage page (click the Variable Data button on the Administrative Functions Table page).

Copyright © 2013, Oracle and/or its affiliates. All rights reserved.



Administrative Function Field Usage page

A selected check box indicates that the item is variable data for that administrative function. Administrative functions are shipped with their variable data preassigned. Any modification to these selections could require substantial programming effort.

 Copyright © 2013, Oracle and/or its affiliates. All rights reserved.