Financial Classification Codes

A Guide to Locating Financial Class Codes in DMAS to Identify Functions of Rooms in USpace

Developed by: The Office of Space Management and Analysis
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USpace – Room Functions

The Office of Space Management and Analysis has prepared this documentation to assist USpace representatives in locating Financial Classification Codes in DMAS. These codes serve as a guide to appropriately allocate room functions in USpace.

Please familiarize yourself with the University’s Function Codes & Definitions and Room Function Coding Instructions prior to reviewing the information contained in this presentation. Units identified as research intensive or having research intensive divisions within it should also refer to the Room Type Matrix for Full Functionalization document.

Any function inquiries should be directed to the Office of Research Administration.
DMAS Sign On Screen
DMAS Main Menu

This is the menu screen you will see after successfully logging in to DMAS. Click on the Accounts option.
Account Menu

This is the menu screen you will see next when you select Accounts from the DMAS Main Menu. Enter the account number, Fiscal Year, and select Account Attributes from the box on the right.
Account Attributes
Example 1: Organized Research

The Financial Class is what determines the type of award for the purposes of USpace. By clicking on the Financial Class I – Financial Class II label a box will appear that defines what each pairing is.
Account Attributes

Example 2: Other Sponsored Activities / Clinical Trials (OSA)

The Financial Class is what determines the type of award for the purposes of USpace. By clicking on the Financial Class I – Financial Class II label a box will appear that defines what each pairing is.