Funds, Program and CREFs (oh my.....)

To record transactions under the RCM methodology, Penn utilizes a 26-digit (7-segment) budget string to capture data.

Example:

<table>
<thead>
<tr>
<th>CNAC</th>
<th>ORG</th>
<th>Budget Check</th>
<th>Fund</th>
<th>Object Code</th>
<th>Program</th>
<th>CREF</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 digits</td>
<td>4 digits</td>
<td>1 digit</td>
<td>6 digits</td>
<td>4 digits</td>
<td>4 digits</td>
<td>4 digits</td>
</tr>
<tr>
<td>850</td>
<td>8501</td>
<td>1</td>
<td>000000</td>
<td>5339</td>
<td>0000</td>
<td>0000</td>
</tr>
</tbody>
</table>

**CNAC** – The first two digits represent your school/Center. For VPUL that is Center 84 and Center 85. The last digit represents whether there is a donor-imposed restriction on when the money can be used.

- 0 – Unrestricted
- 1 – Temporary (Restricted Gift or Endowment Income)
- 2 – Permanently Restricted (Endowment Investment)

**ORG** – The Business unit (“department”) within the Center. These are defined by the respective School/Center. (Note: the first 2 digits identifies the school/center and generally match the first 2 digits of the CNAC)

**Budget Check (“BC”)** – Budget Check is a budgetary procedure that checks whether sufficient funds are available before processing a transaction. Depending on the # that in this cell, will depend on what level the budget check happens:

- BC1 – Fiscal Year Funds at the Organization Level, no CREF
- BC2 – Fiscal Year Funds at the CNAC, Organization AND CREF
- BC4 – Project Period Funds at the CNAC, Organization ANND CREF

**Fund** – The funding source (for a deeper explanation on fund usage click [here](#))

- 0XXXXX – General Purpose or Special Purpose
- 4XXXXX – Endowments
- 5XXXXX – Sponsored Projects (“Grants”)
- 6XXXXX – Gifts
- 65XXXX – Capital Gifts

**Object Code** – Determines whether this is an asset (1XXX), liability (2XXX), revenue (4XXX) or expense (5XXX).

https://www.finance.upenn.edu/object-codes/

**Program** – Defines the activity being supported by the transaction. Programs are university wide as they facilitate cross-organizational reporting (i.e. CV19 – for all COVID-19 related expenditures/revenue losses)

**CREF** – Defines the activity being supported by the transaction. CREFs are unique to the School/Center.