

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:

CNAC	ORG	Budget Check	Fund	Object Code	Program	CREF
3 digits	4 digits	1 digit	6 digits	4 digits	4 digits	4 digits
850	8501	1	000000	5339	0000	0000

CNAC – The first two digits represents 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
- 65XXXXX – 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.