

## A. ACCOUNT/FUND NUMBER STRUCTURE

The School of Medicine follows fund accounting principles. Individual accounts are created to account for specific activities and functions.

The account structure is comprised of 12 digits in four groups and is consistent across all Mount Sinai entities as follows:

**The first two digits (entity), '02'** indicate that the account is a School of Medicine account. '01' indicates the account belongs to The Mount Sinai Hospital, and '03' indicates the account belongs to the Mount Sinai Medical Center (which is an entity separate from the Hospital).

**The second two digits (ledger group),** indicate a common type of activity for a group of accounts (i.e. School Operations, FPA, Departmental, Grants or Gifts). For example, '04' indicates that the account belongs to the 'School Operations' ledger group.

**The next four digits (prime), '0887',** identify the account within its ledger group. Generally, there are no specific meanings assigned to the prime number; they are assigned sequentially as new accounts are created.

**The last four digits (natural classification of expense),** 4XXX indicate the type of expense being charged to the account (i.e. Salaries, Supplies, Equipment, etc). The

proper coding of the last four digits, or sub-account, is generally the responsibility of the fund owner. Please see the separate sections of the user guide for additional information on ledgers and sub-codes.