# Core Financial Information Gathering

## Core Defaults

Each core has default settings for key financial fields that are required by Penn State’s accounting system. For each core, these values must be entered into the iLab system. These fields indicate the expense and revenue accounts for the

Please fill in the table below with your core default values. **DO NOT EDIT** the Batch Number, Batch ID, or Central Reference Number.

### Core: Click here to enter text.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field | Core Default ValueYour ValuesGo Here | Field Type | Length | Example Value(For example only. Your values may differ) | Notes |
| Batch Number\*DO NOT EDIT\* | Misty will Contact Sharon | Integer | 5 | 0460 | Must be unique per core. |
| Batch ID\*DO NOT EDIT\* | “ DBRS “ | String | 10 | “ DBRS “ | Batch Identifier |
| Central Reference Number\*DO NOT EDIT\* | J888872 | String | 7 | J888872 | The field used to populate the Central reference # varies. It could be a JV #, a Purchase Order #, a voucher #. The 1st byte is the central reference type. Bytes 2-7 contain the number.  |
| Internal Expense Object Code |  | Integer | 4 | 0411 | Object code to use when expense is from an internal charge. |
| External Expense Object Code |  | Integer | 4 | 0411 | Object code to use when expense is from and external charge. |
| Internal Revenue Object Code |  | Integer | 4 | 0411 | Object code to use when revenue is from an internal charge. |
| External Revenue Object Code |  | Integer | 4 | 0411 | Object code to use when revenue is from an external charge. |
| Revenue – Account |  | String | 16 | 0403273 UP10010 | Account the revenue should be credited |
| Revenue – Cost Center |  | String | 10 | 5STR 10-002 | Cost Center which the revenue should be credited |

## Service and Equipment Level Financial Information

Additionally, you may have unique values for Object Code, and Revenue Account and Cost center for each service or piece of equipment that is part of your core. If you have values at the service or equipment level, please list them in the tables below. These values are optional.

### Service Level Financial Information

This table serves to detail the information that is at the service level. This is optional and only required if your service level financial information differs from the default values. If your values at the service level are the same as the core defaults you can choose to fill this information in or leave it blank.

Please enter each distinct service on a separate line in the table.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Service Name | Internal Expense Object Code | External Expense Object Code | Internal Revenue Object Code | External Revenue Object Code | Revenue Account | Revenue Cost Center |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### Equipment Level Financial Information

This table serves to detail the information that is at the service level. This is optional and only required if your equipment level financial information differs from the default values. If your values at the equipment level are the same as the core defaults you can choose to fill this information in or leave it blank.

Please enter each distinct service on a separate line in the table.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Equipment Name | Internal Expense Object Code | External Expense Object Code | Internal Revenue Object Code | External Revenue Object Code | Revenue Account | Revenue Cost Center |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |