

Common Accounting Number (CAN)

8-digit identification code assigned to a program area for the obligation of funds. The CAN identifies the fiscal year, the agency and the program.

The numbers of a CAN are defined as follows:

Example: 88321234

8 = Fiscal Year (shortened from 2008). This number is often omitted in reports and formulas.

8 = OPDIV - a one digit alpha/numeric code is assigned to identify each Operating Division (OPDIV) of DHHS. 8 identifies NIH.

32 = Accounting Point - a two digit numeric code is used to identify accounting points within an OPDIV. An accounting point identifies the office providing accounting services to an OPDIV program or administrative office within a specialized geographic area, facility or purpose. NCI uses the following accounting points:

32, 33, 34, and 36 are Intramural

42 and 46 are Extramural

The general rule to remember is that anything starting 83 is Intramural and anything starting 84 is Extramural.

1234 = Identification Code - four digit identifier

Requesting a CAN

When should you request a CAN?

- ✓ A new PI comes onboard
- ✓ A PI moves from one Lab to another
- ✓ Outside funds will be coming in through NIH

The CAN Request form should be completed by the ARC staff and forwarded to Dexter Williams at williade@mail.nih.gov

<http://mynci.cancer.gov/files/canrequest.xls>

National Cancer Institute Common Account Number (CAN) Request Form

Please send all CAN request forms directly to Shannon West via email.

Requestor's name: Shannon West Shannon West, NCI Budget Analyst
Requestor's phone #: 301-435-2615 Office of Budget and Finance
Division: _____ **ARC:** OBF westsh@mail.nih.gov
 Phone: (301) 435-2615
 Fax: (301) 480-2321

← Please select Division and ARC from Pick List

1 Request Type (check only one)	2 Allotment (check only one)
---------------------------------	------------------------------

<input checked="" type="checkbox"/> New CANs <input type="checkbox"/> Retitle CANs <input type="checkbox"/> Deactivate CANs	<input type="checkbox"/> Direct <input type="checkbox"/> Reimbursable <input type="checkbox"/> Royalty (CAN request prepared by OBF only) <input type="checkbox"/> Unconditional Gift Fund (CAN request prepared by OBF only) <input type="checkbox"/> Conditional Gift Fund (CAN request prepared by OBF only) <input checked="" type="checkbox"/> CRADA (CAN request prepared by OBF only)
---	---

3 SAC Code	4 Lab/Branch (Do Not Type in this Field)	5 Lab/Branch Title (Do Not Type in this Field)
------------	--	--

a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____	a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____	a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____
--	--	--

6 Budget Activity, Sub-Budget Activity, and Mechanism (Please Select from Pick List - Do Not Type in this Field)
--

a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____
--

7 CAN	8 CAN Title (Do Not Type in this Field unless a CAN is being de-activated)	9 PI Name or CAN Purpose
-------	--	--------------------------

a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____	a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____	a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____
--	--	--

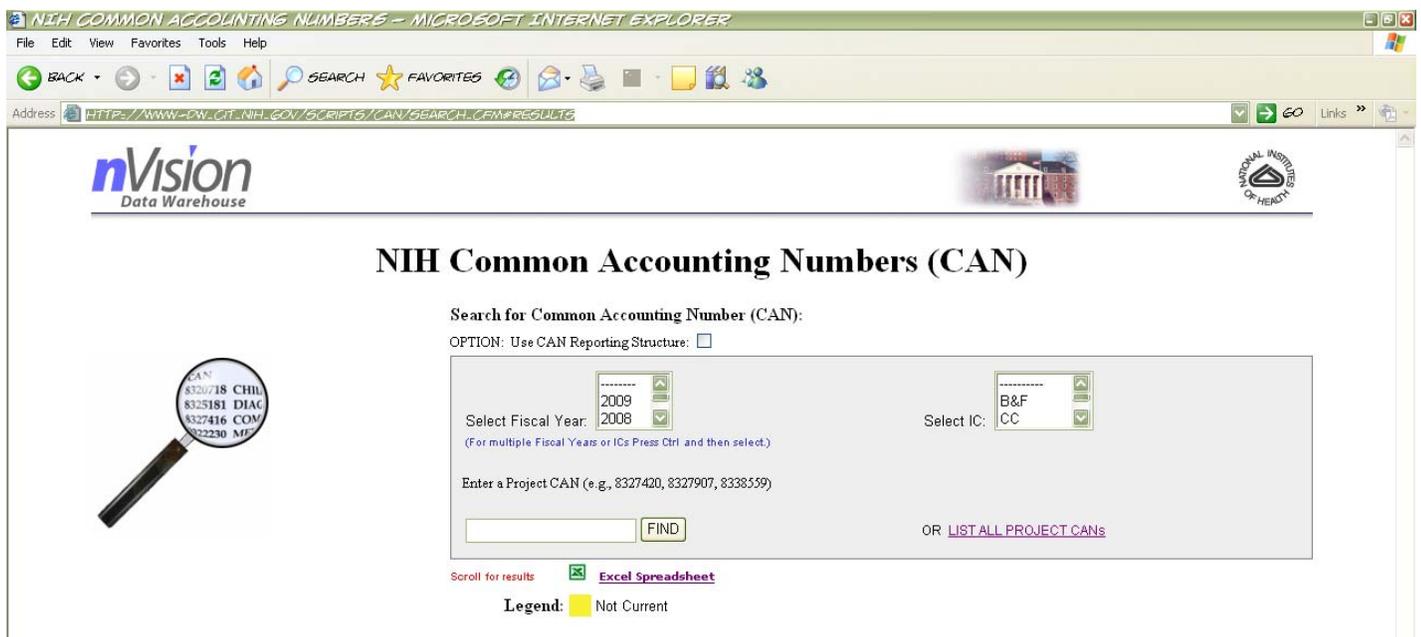
Deleting a CAN

Periodically, CCR sends out a call for CANs that need to be deleted. The ARC will in turn request a list of CANs to be deleted from the Labs.

A CAN cannot be deleted if there are any obligations against it, so it is best to delete a CAN at the beginning of a Fiscal Year. Otherwise, obligations will need to be moved to another CAN prior to deletion.

Once a CAN has been deleted, it will appear as “Not Current” and will be highlighted in yellow in the CAN table.

CAN Search Tool can be found at <http://www-dw.cit.nih.gov/scripts/CAN/search.cfm>



The screenshot shows a web browser window titled "NIH COMMON ACCOUNTING NUMBERS - MICROSOFT INTERNET EXPLORER". The address bar shows the URL: <http://www-dw.cit.nih.gov/scripts/CAN/search.cfm#RESULTS>. The page content includes the "nVision Data Warehouse" logo, the NIH logo, and the title "NIH Common Accounting Numbers (CAN)". Below the title is a search form with the following elements:

- Search for Common Accounting Number (CAN):
- OPTION: Use CAN Reporting Structure:
- Select Fiscal Year: 2009 (dropdown), 2008 (dropdown)
- Select IC: B&F (dropdown), CC (dropdown)
- Enter a Project CAN (e.g., 8327420, 8327907, 8338559): [text input] [FIND]
- OR [LIST ALL PROJECT CANs](#)
- Scroll for results:  [Excel Spreadsheet](#)
- Legend:  Not Current

Selecting a Fiscal Year and IC (NCI), then clicking on the Excel Spreadsheet icon will result in a listing of all CAN numbers for the NCI.