

What is a Nominal?

An additional code is added to the end of a budget centre or project code to indicate why a particular transaction is taking place. This is called a nominal code and it assigns the transaction to a commonly used spending or income category. A nominal is needed for every T1 transaction.

@@@@@ seen in a T1 code field means that the nominal has not yet been selected or that several nominals are being used and there isn't space to show them all. T1 will add nominals automatically for requisitions and expenses - see final page - but all other functions require the nominal to be selected by the user.

Two Types of Nominal

Nominals used for **income** (money coming into the University) transactions always start with a **1xxxx** and nominals for **expenditure** (money leaving the University) always start with a **2xxxx**.

Common **expenditure** nominals:

25004	Visiting Speaker/Lecture Fees
25042	Interview Expenses
25070	Course/Conf/Exhib Reg Fees
25080	Honoraria/Ex-Gratia (Non-Staff)
25205	Consumables
25325	Postage And Carriage
25705	Travel UK
25740	Accommodation UK
25742	Subsistence UK
25745	Accommodation Overseas
25747	Subsistence Overseas
25750	Refreshments/Hospitality
25920	External Services/Contracts
25550	Professional/Consultants' Fees

Common **income** nominals:

11620	Tuition Fees - Other Fees
15105	External Grants
15210	Externally Charged Staff Time
15302	OSR Income
15308	Consultancy
15340	Room Hire Income
15350	Conference Income - Exhibitions
15352	Conference Income - Fees
15360	External recovery of expenses
15365	Sponsorship Income
15375	Bench Fees

Nominals for Use in Trent and E-Claims Systems

Trent and E-Claims need to have a full T1 code (including the nominal) turned into a 20 digit format to be compatible with those systems.

For example:

- Budget centre **01-000-0-1146** (charge/item code 011146) becomes **000000000001146@@@@@**
- Project **104541-R-00-1039-1146** (charge/item code 104541R001) becomes **104541R10391146@@@@@**

The only expenditure nominals that can be used are:

21005	Academic Staff
21105	Student
21205	Research Staff
21305	PS Staff

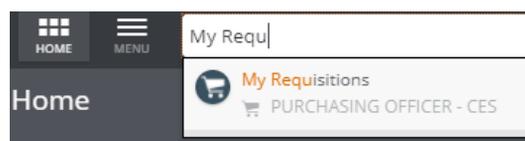
21340	TRU Support (Temporary Resourcing Unit)
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Use the [T1 code dashboard](#) to look up a budget centre or project code and find its 20 digit Trent or E-claims format.

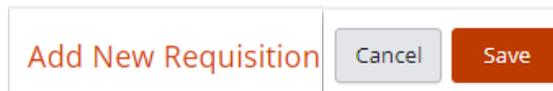
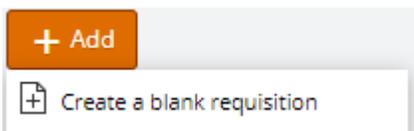
Search the Entire List of Nominals

If the nominal you need isn't on page 1, then use T1 to search the entire nominals list:

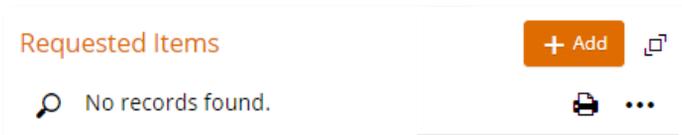
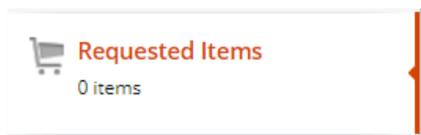
- 1 Login to T1 - <https://exe.t1cloud.com/> and use the Enterprise Search field to find the 'My Requisitions' function:



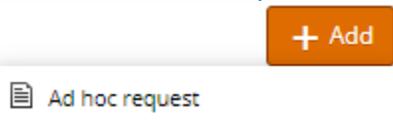
- 2 Click the 'Add' button and select 'Create a blank requisition'. Then 'Save' the form that opens.



- 3 Click on the 'Requested Items' tab and 'Add'



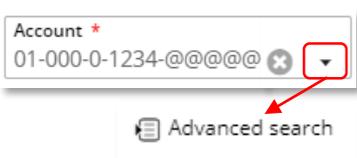
- 4 Select 'Ad hoc request'



- 5 Scroll down to the 'Cost Account' section and enter your budget centre or project code in the 'Charge Code' field:

A screenshot of a form with four fields: 'Charge Type *' (ALL (All Requisitions)), 'Charge Code *' (011234), 'Ledger *' (GL (21GLACT)), and 'Account *' (01-000-0-1234-@@@@@).

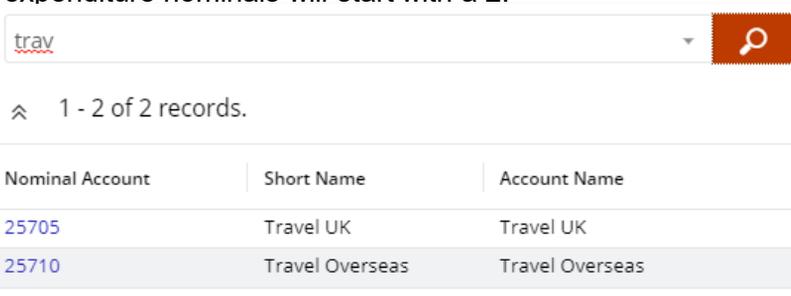
- 6 In the 'Account' field, click the drop down arrow then select 'Advanced Search':



- 7 Click the drop down arrow for the 'Nominal Account' field then select 'Advanced search':

A screenshot of a form with three fields: 'Entity' (01 (University of Exeter)), 'Budget Centre' (1234 (SEAS - Study Abroad)), and 'Nominal Account' (@@@@@). A red box highlights the dropdown arrow for 'Nominal Account', and a red arrow points to the 'Advanced search' option in the dropdown menu.

- 8 Use text or numbers in the search field to find the nominal you need. Remember that income nominals will start with a 1 and expenditure nominals will start with a 2:



- 9 Once you have found the nominal you require and no longer need this form, select 'Cancel', top right:



This draft requisition can be used the next time you need to create a requisition or search for another nominal.

Further Help with Codes and Nominals

- Use the [T1 code dashboard](#) to look up a budget centre or project code or to find the 20 digit Trent or E-claims format.