

# UNDERSTANDING T1 BUDGET CODES

## T1 Codes & What They Mean

The University is required to classify and account for its income and expenditure to several different reporting bodies and organisations. In order to cover all the different variations of information needed, our T1 finance system uses two budget code structures – a **General Ledger (GL)** version called a **budget centre code** and a **Project Ledger (PJ)** version called a **project code**.

Each version is made up of several sections that give information about the University, such as which part that project or budget belongs to, who is funding it and what it is being used for.

**Budget Centre Codes** use the General Ledger (GL) code structure. Budget Centres are areas of the University where we want to keep track of income and spending. Typically these are Colleges, Departments, Disciplines, Professional Services departments and Units. Budget Centres are ongoing and carry on from year on year.

Budget Centre codes look like: **01-000-0-1146** -@@@@@

### ENTITY

Generic section to identify if this is a UoE or a UoE subsidiary's budget  
01= UoE

Not currently in use

### BUDGET CENTRE

A unique number that signifies the College, Department, Discipline, PS Team or Unit  
e.g. 1146 = SSIS Anthropology

**Project Codes** use the Project Ledger (PJ) code structure. These are budgets for a defined purpose, a set timescale and/or a specific activity that the University wants to measure.

There are many types of project budget such as research projects, relocation allowances, personal development allowances, studentships, field trips, event budgets, new building and refurbishment projects.

Project codes look like: **104541-R-00-1039-1146** -@@@@@

**PROJECT CODE**  
Unique to each project

### TYPE

Generic letter code:  
C = capital project  
G = general project  
R = research project  
T = third party project

**WORK PACKAGE**  
Used to subdivide complex projects, if needed

**FUND SOURCE**  
List of funding bodies including internal funding by UoE

**BUDGET CENTRE**  
Signifies which budget centre this project is aligned to

## Project Code Variations for Complex Projects

A project may be funded by more than one funder and/or could be a collaboration between different parts of the University. To allow transactions to be allocated to the correct part of the project, two or more configurations of the project code string may need to be set up. The project code and type sections of the code string will always remain the same across all its configurations.

For example:

**104541-R-00-1039-1146** & **104541-R-00-1010-1146** = project is funded by two different organisations, shown by the different fund source selections.

**109375-R-00-1039-1146** & **109375-R-00-1039-2271** = project is a collaboration between Disciplines, shown by the different budget centre numbers.

# UNDERSTANDING T1 BUDGET CODES

## Nominals @@@@

An additional section of 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.

Income nominals always start 1xxxx and expenditure nominals always start 2xxxx e.g. 12005 is used for Research Grant income transactions and 25705 is used for Travel UK costs and purchases.

Other UoE systems such as Trent and e-Claims use a restricted number of nominals – see final page.

### Quick Tip

- Use T1 to find a nominal – see [Searching for a Nominal Code](#) guide or contact the [Finance Helpdesk](#).

## Full Codes and Charge/Item Codes

### Full Codes

A full T1 code is created by adding the relevant nominal to the end of the budget centre or project code:

GL version: **budget centre code** + nominal = full T1 code  
PJ version: **project code** + nominal = full T1 code

For example:

- **01-000-0-1146-25740** would be used for a UK Accommodation transaction for budget centre 1146.
- **104541-R-00-1039-1146-12005** would be used for Research Grant Income to be allocated to research project number 104541.

When entering a full code, T1 may need it to be split into its component sections. See page one of this guide for these details or use T1 to view a code split up into its sections.

### Charge/Item Codes

A shortened version of the full code – called a charge code or item code - is used with requisitions and expense claims to which T1 automatically adds the correct nominal. All other areas of T1 need the full code including the nominal entered by the user.

**Budget centre codes** use entity + budget centre sections: **01-000-0-1146 = 011146**

**Project codes** use project number + type + a sequence number not in the code: **104541-R-00-1039-1146 = 104541R001**.

If a complex project has two or more code variations, then each one will have its own charge/item code but its own sequence number added to the end e.g. 104541R001, 104541R002, 104541R003 etc.

### Quick Tips

- Staff - find a full code or charge/item code for all types of budget by using T1. Search with any part of its name, number, College or Service details or by the budget holder's name - see [Find a T1 Code](#) guide.
- Students – speak to your supervisor/college admin team about which code to use.
- Research 'R' projects you have access to - all the charge/item codes for that project are shown in the Charge Codes section of the Project Summary tab when viewing it in the [Project Portal](#).
- Queries about whether or not to use a particular code should be directed to its budget holder.

# UNDERSTANDING T1 BUDGET CODES

## How to Insert a Code into a Requisition or Expense Claim

T1's 'My Travel and Expenses' and 'My Requisitions' functions use a shortened version of both code formats instead of the full code. This is called a **charge code** in requisitions and an **item code** in expenses.

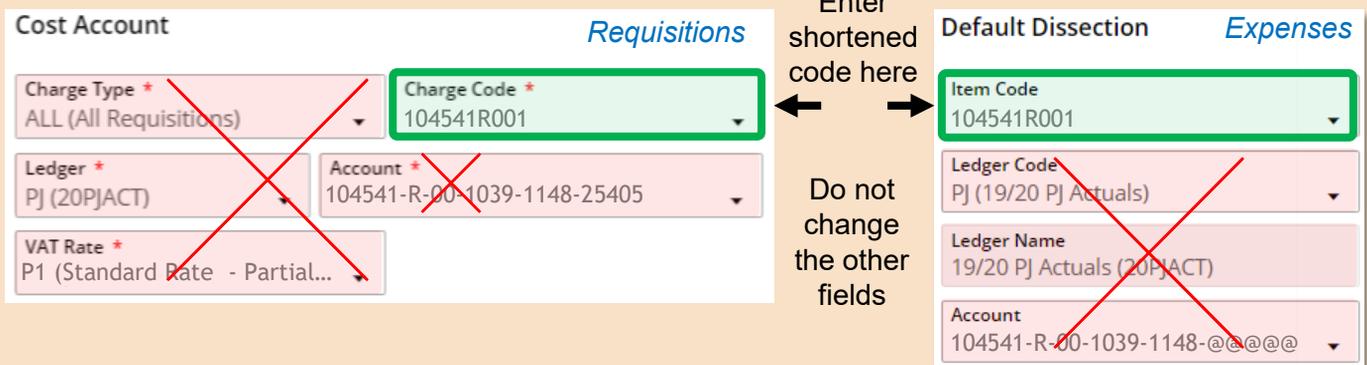
For example:

Budget Centre **01-000-0-1146** is entered as **011146** (entity + budget centre)

Project budget **104541-R-00-1039-1146** is entered as **104541R001** (project number + type + sequence number)

When creating requisitions or expense claims, there is no need to change any of the information in other nearby coding and VAT fields as T1 will populate these automatically.

For example:



**Cost Account** *Requisitions*

Charge Type \* ~~ALL (All Requisitions)~~

Charge Code \* **104541R001**

Ledger \* ~~PJ (20PJACT)~~

Account \* ~~104541-R-00-1039-1148-25405~~

VAT Rate \* ~~P1 (Standard Rate - Partial...)~~

Enter shortened code here

Do not change the other fields

**Default Dissection** *Expenses*

Item Code **104541R001**

Ledger Code ~~PJ (19/20 PJ Actuals)~~

Ledger Name ~~19/20 PJ Actuals (20PJACT)~~

Account ~~104541-R-00-1039-1148-@@@@~~

Expenses only - If the nominal is shown in the 'Account' field above as @@@@, do not change this. The correct nominal(s) will be added automatically by T1 at a later point in the form's completion.

### Quick Tips

- Staff - find a charge/item code for all code types using T1. See the [Find a T1 Code](#) guide.
- Students – speak to your supervisor/College admin team about which code to use.
- Research 'R' projects only – the charge/item codes are shown in the Charge Codes section of the Project Summary tab when viewing the project budget in the [Project Portal](#).

## Other UoE Systems Using T1 Codes - Trent and E-claims

Some other UoE systems also use budget codes but may use the T1 code in a system-specific format, including E-claims, Trent, Fresh Ideas and Print on Demand. Some of these systems also use a limited selection of nominals.

For example, Trent and E-claims turn the full T1 code (including the nominal) into a 20 digit format:

- 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 nominal @@@@@ would usually be:
 

21005 Academic Staff	21105 Student	21205 Research Staff	21305 PS Staff
21340 TRU Support	21341 TRU Academic	21342 TRU Research	21343 TRU Student

### Quick Tips

- Staff - use T1 to find the Trent or E-claims format of a T1 code. See the [Find a T1 Code](#) guide.
- Students - speak to your supervisor/College admin team about which code to use.