

FIND A T1 CODE

Use the Item/Charge Code List to find a T1 code:

Item/Charge Code List

Faculty/Division

Search

Faculty/ Division

Faculty/ Division Description

Item Code

Select the relevant Faculty or Service from the drop-down menu. Or leave blank if wanting to view codes from across the University

Enter any part of the budget holder's name, budget or project title, description or number to locate a code

Search results:

Shortened code version used for expense claims and requisitions

Faculty/ Division	Faculty/ Division Description	Item Code	Item Code Description	Budget Centre Description
1400	ESE	100578G001	100578G - J Smith	ESE - PGR Ecology & Conservation

Full string (+ nominal) used for all T1 and Payment Forms

Converted format used in Trent, eSR1 and Paid Time

Project Description	Full Account String	Trent Code	Budget Holder ID	Budget Holder
J Smith 72989996541	100578-G-00-1080-2549-@@@@@	100578G10802549@@@@@	BS613	Andina Smith

@@@@@ = Nominal Code*

* @@@@@ = Nominal Code

A nominal code is added to the end of the budget centre or project code to create a transaction code. The nominal classifies the purpose of that particular transaction and identifies whether it is income or spending. Income nominals always start with a 1@@@@ and spending nominals always start with a 2@@@@ e.g. 25705 is the nominal used for UK travel costs and 11620 tuition fee income.

For more help with nominals, see [Find a T1 Nominal](#)

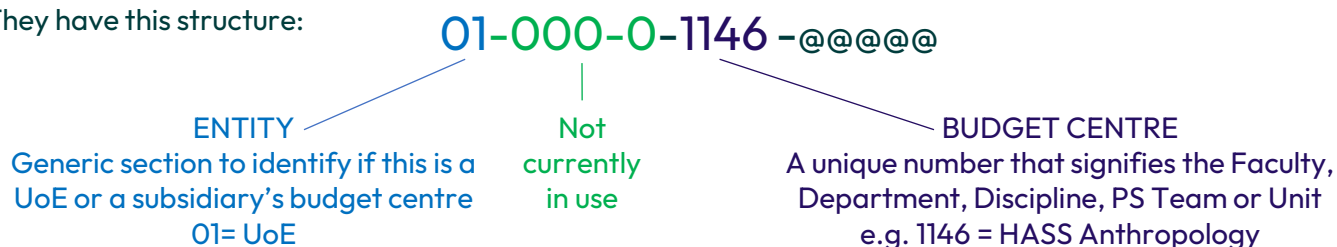
Types of T1 Code

The T1 finance system uses two code structures – a **Budget Centre** code and a **Project** code.

Each type 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, and each one is a unique number that typically represents a Faculty, Department, Discipline or Professional Services department.

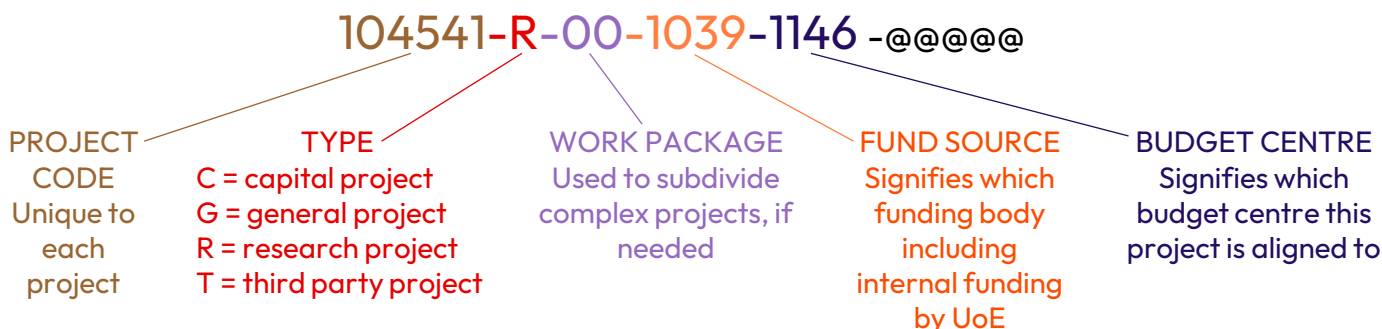
They have this structure:



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 codes such as research projects, relocation allowances, personal development allowances, studentships, field trips, event budgets, building and refurbishment projects.

They have this structure:



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 versions of the code string may be needed. The project code and type parts of the code string will always remain the same across all iterations.

For example:

119375-R-00-1039-1146
119375-R-00-1039-2271

Project 119375 is a collaboration between University departments, shown by the different budget centres.

104541-R-00-1039-1146
104541-R-00-1010-1146

Project 104541 is funded by two different funders, shown by the different fund sources.

Each of the project code variations will have its own shortened item code, for use in expense claims and requisitions e.g.

119375R001 = 119375-R-00-1039-1146 and 119375R002 = 119375-R-00-1039-2271