

Quick Guide – Finding a T1 Code

This guide covers:

- [Searching for a T1 budget or project code](#)
- [Finding a full T1 code from an Item Code or Charge Code](#)
- [Searching for a Nominal Code](#)

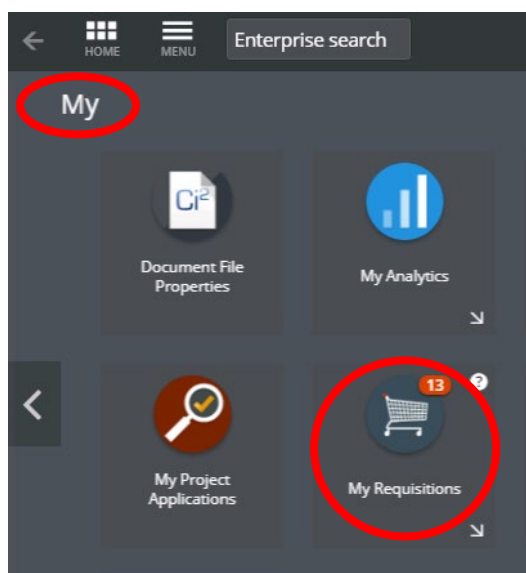
Searching for a T1 Budget or Project Code

You can search for a T1 code by using a draft ad hoc requisition.

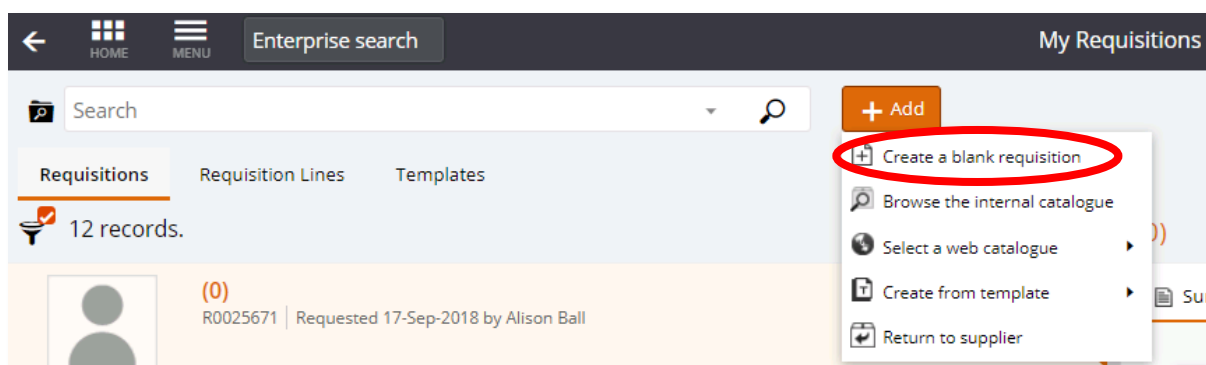
It can be useful to keep a draft requisition like this to help you search for other information too, such as whether a new supplier has been added to the supplier list or finding a budget code if you only know the name of the budget holder or PI.

To create a blank requisition:

1. Open the 'My Requisitions' function in the 'My' workspace.



2. Click on the 'Add' button and select 'Create a blank requisition'.



3. Select 'Save'.

The screenshot shows the 'My Requisitions' interface. On the right side, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red circle. The form is titled 'Add New Requisition' and includes a 'General' section with fields for 'Requisition Type' (set to 'Requisition'), 'Purchasing System*' (set to 'PURC'), 'Purchasing Location*' (set to 'UOE (UOE)'), and a 'Comment' field. On the left, there are sections for 'Requested Items' (0 items), 'Dissection Summary' (0 dissections), and 'Authorisation History' (0 items).

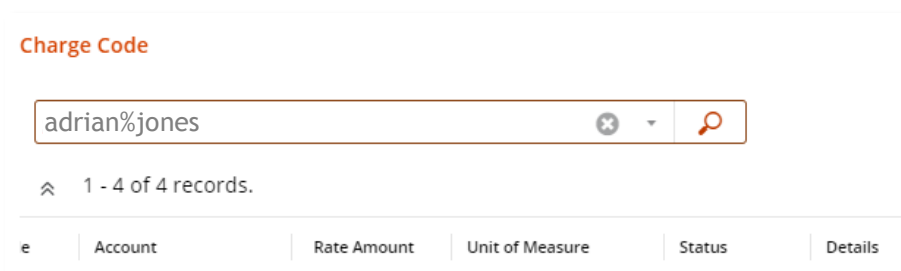
4. In the 'Requested Items' tab, scroll down to the 'Cost Account' section at the bottom of the form
5. Click on the drop-down arrow in the 'Charge Code' field.

The screenshot shows the 'Cost Account' section of the form. It includes several dropdown menus: 'Charge Type*' (set to 'ALL (All Requisitions)'), 'Charge Code*' (set to '011785 (ADR-HUMS)'), 'Ledger*' (set to 'GL (19GLACT)'), 'Account*' (set to '01-000-0-1785-@@@@ (Univer)'), and 'VAT Rate*' (set to 'P1 (Standard Rate - Partia)'). There are also two checkboxes: 'Apply Cost Account To All Lines' and 'Add Another Cost Account', both of which are unchecked.

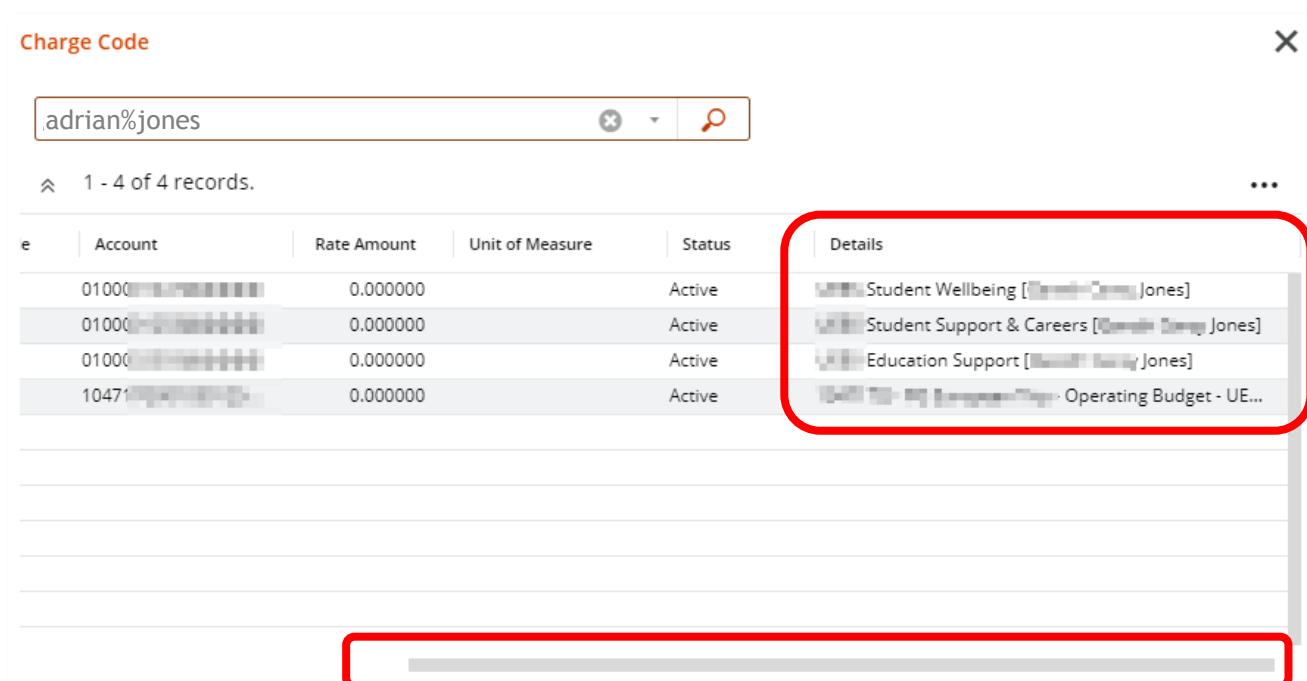
6. Select 'Advanced Search':

Item Code	Description
011001	CEMPS-HoD Mathematic
011002	UEBS-GED Internation
011003	IIB - ERDF Innovatio
011004	CEMPS-ADE Mining & M
011005	CEMPS-Speakers & Lec
011006	CEMPS-Geotechnical F
011007	UEMS-BMBS Expansion
011008	PS-Technical Service
<input type="button" value="Advanced search"/>	

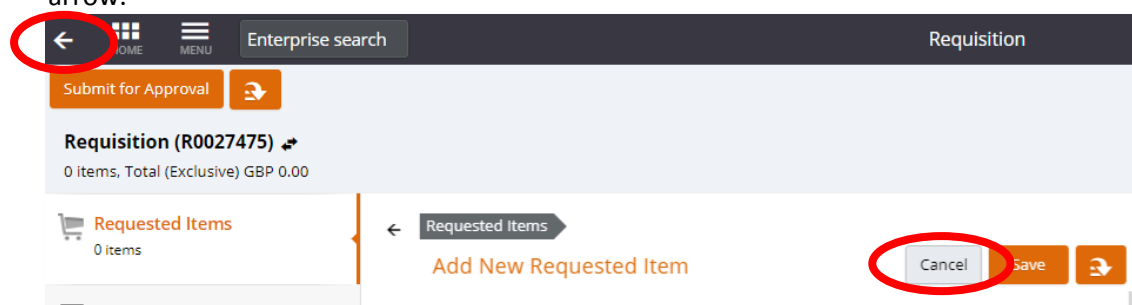
7. Enter the details you wish to look up in the search field – they are not case sensitive. You can look up codes by searching with any part of the:
 - Budget holder name
 - Budget/project title
 - College or Professional Service name
 - The T1 numeric code
8. To search for multiple terms - use a % between search terms and do not use spaces - for example, search for **adrian%jones** to find all budgets with **Adrian Jones** in the title.



9. When looking at the search results, scroll to the right to see the full title of a budget or project. The budget holder's name will be in [brackets] at the end:



10. Once you've finished and don't need to use this requisition right now, click 'Cancel' then the return arrow.



- This blank requisition will remain as a draft and can be used the next time you need to check up on codes. To use it again, click 'View' to reopen the requisition but don't save it when exiting the draft.

Finding a full T1 code from an Item Code or Charge Code

Some parts of T1 use a shortened version of a full code, called an item code or a charge code.

If you only have the short version but need a full T1 code, open a blank ad hoc requisition as above.

- Enter the charge code or item code in the 'Charge Code' box.
- The full code is displayed in the field below, called 'Account'.
- To view the different sections of a full T1 code, click on the drop-down box in the 'Account' field and select 'Advanced search':

- The full code will now be displayed in a pop out box. For example, a College or Service charge code of 011859 will look like:

The full code in this example is 01-000-0-1859-@@@@.

A Project charge code (including research projects, allowances, studentships, PDAs, capital projects, College and Service projects) of 142197G will look like:

Account

Components Accounts

Project 142197G (PDA:Mark Smith) ✓

Work Package 00 (Work Package 00) ✓

Fund Source 1030 (Operating Budget) ✓

Budget Centre 2122 (UEMS-IHR General) ✓

Nominal Account @@@@ (** Unknown **) ✓

142197-G-00-1030-2122-@@@@
 Account '142197-G-00-1030-2122-@@@@' failed the validation checks. Please enter a valid Account.

OK Cancel

The full code in this example is 142197-G-00-1030-2122-@@@@

Searching for a Nominal Code

'@@@@' in both code examples above represents a section of the T1 code called the nominal code.

Nominal codes are not unique to a budget or project and are in use across the University. They are used to record why a transaction has occurred.

Income nominals (for money coming into the University) always start with a 1@@@@.

Expenditure nominals (for money leaving the University) always start with a 2@@@@.

To search for a nominal:

1. Enter the charge code or item code in the 'Charge Code' box.
2. Click on the drop-down box in the 'Account' field and select 'Advanced search':

Cost Account

Charge Type* ALL (All Requisitions)

Charge Code* 011785 (ADR-HUMS)

Ledger* GL (19GLACT)

Account* 01-000-0-1785-@@@@ (Univer)

VAT Rate* P1 (Standard Rate - Partia)

Apply Cost Account To All Lines Add Another Cost Account

1. Click in the 'Nominal Account' field or use its 'Advanced Search' option.

For example, if you need the Consumables nominal:

The screenshot shows a web form titled 'Account' with two tabs: 'Components' and 'Accounts'. The 'Accounts' tab is active. The form contains several dropdown menus, each with a green checkmark to its right. The 'Nominal Account' dropdown is open, showing a search for 'consumables'. Below the search input is a table with the following data:

Nominal Account	Account Name	Data Entry Status
25205	Consumables	Active

At the bottom of the dropdown menu is an 'Advanced search' option. The 'OK' and 'Cancel' buttons are visible at the bottom left of the form.

Tip – if you want to do a multiple word search, use a '%' between the words with no spaces. For example – [accommodation%UK](#) or [student%fee](#)