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

Item/Charge Code List

Dashboards

College/Service [▼] refresh

Item Type: 1000 -

Search: [ ]

Colle... ▲	College/ Service Description	Item Code	Item Code Description

> 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

Search: smith

College/	College/ Service	Item Code	Item Code Description	Budget Centre Description
1405	HLS	121133G001	121133G - J Smith	HLS - Biosciences - PGR Students...
1405	HLS	011708	HLS - DoR Bioscience	HLS - DoR Biosciences Exeter LSI ...

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

> Converted format used in Trent and E-Claims systems

> Default VAT code used in requisitions

Project Description	Full Account String	Trent Code	Bud...	Budget Holder	Default VAT
J Smith 72989996541	121133-G-00-1030-2548-@@@@@	121133G10302548@@@@@	AS1363	Andina Smith	PN
	01-000-0-1708-@@@@@	000000000001708@@@@@	AS1363	Andina Smith	P1

> Project code (always starts 1⬛..)

> Budget Centre code (always starts 01⬛..)

> @@@@@ = 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.

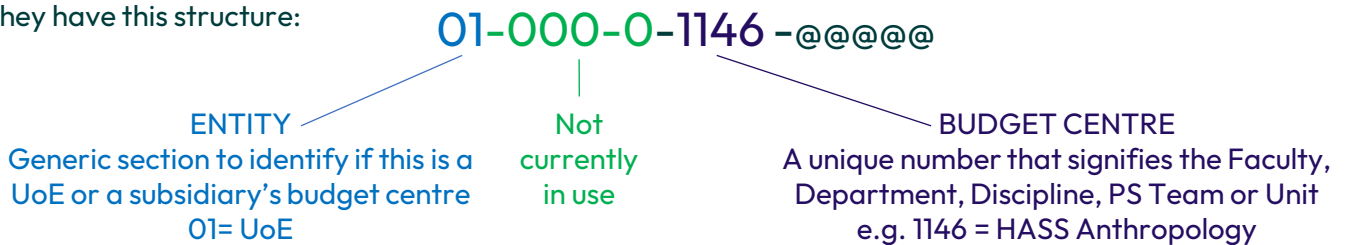For more help with nominals, see Find a T1 Nominal

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.
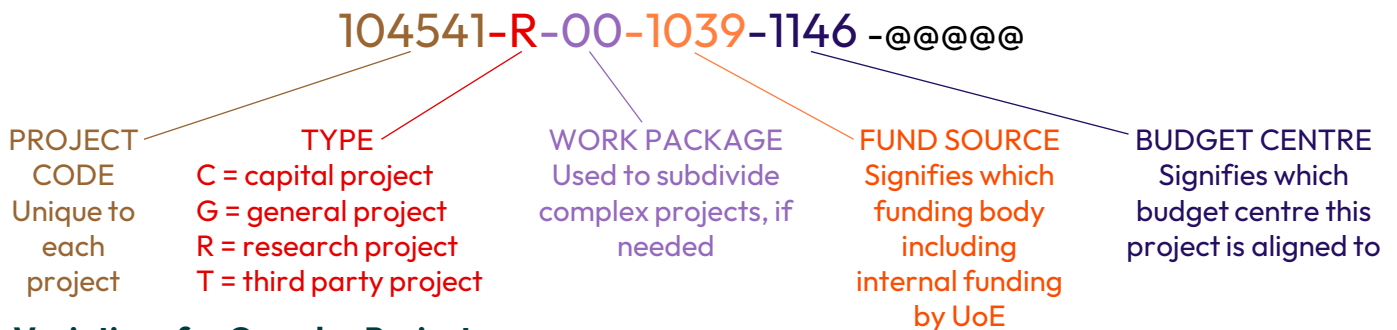
They have this structure:

01-000-0-1146 -@@@@@

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

Not currently in use

BUDGET CENTRE
A unique number that signifies the Faculty, Department, Discipline, PS Team or Unit
e.g. 1146 = HASS 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 codes such as research projects, relocation allowances, personal development allowances, studentships, field trips, event budgets, building and refurbishment projects.

They have this structure:

104541-R-00-1039-1146 -@@@@@

PROJECT CODE
Unique to each project

TYPE
C = capital project
G = general project
R = research project
T = third party project

WORK PACKAGE
Used to subdivide complex projects, if needed

FUND SOURCE
Signifies which funding body including internal funding by UoE

BUDGET CENTRE
Signifies which budget centre this project is aligned to

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